

BRISTOL

COMMUNITY COLLEGE

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Bristol Community College

AFFIRMATIVE ACTION STRATEGY

2022-26

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Executive Summary

Bristol is committed to promoting diversity and equity in the workplace, preventing barriers to equal employment opportunities while establishing a diverse employee population reflecting the student population the college serves. This Affirmative Action Strategy for 2022-2026 ("the Bristol Strategy" or "the Strategy") provides a roadmap for achieving these ideals. This Strategy incorporates the Commonwealth of Massachusetts Board of Higher Education Massachusetts Community Colleges' Policy on Affirmative Action Equal Opportunity & Diversity ("the PAA").

The purpose of the Bristol Strategy is to establish programmatic objectives that will provide for the access and advancement of qualified minorities, women, and persons with disabilities. Bristol acknowledges and intends to responsibly alleviate the effects of societal discrimination and its impact on protected groups. In doing so, Human Resources has sought input from the college community to help develop and solidify the Bristol Strategy.

Diversity and equity training has been provided for affirmative action hiring committee representatives, search committee chairpersons, and hiring managers to implement the Affirmative Action Strategy with clear determination and desired outcomes. Human Resources offers this training on a regular basis. Bristol hopes to require all employees serving on hiring committees to receive this training. Additionally, instructional videos on diversity, equity, and inclusion are also available online for all employees

A review of the college's IPEDS (Integrated Postsecondary Education Data Systems) 2021-2022 Report provides us with a starting point for establishing hiring goals that will lead to creating a more diverse workforce. Central to the IPEDS is an annual survey conducted by the United States Department of Education National Center for Education Statistics. In accordance with the survey requirements, Bristol's Human Resources department submits the racial, ethnic, and gender makeup of our workforce to the Department of Education.

Employees voluntarily self-identify their racial, ethnic and gender identities upon hire. The first payroll report of November is used to create the IPEDS Report, so only the race, ethnicity, and gender of people employed are included in the IPEDS Report. Use of the payroll report ensures former employees are not included in the IPEDS Report.

The IPEDS reporting format requires Human Resources to group employees in employment classifications. The Report submitted to the Department of Education contains the ethnic, racial, and gender identities of the people that comprise each category. For Bristol, the relevant employment classifications are:

- Educational Occupations (tenured and tenure track faculty);
- Librarians & Media Collection Specialists;
- Student & Academic Affairs;
- Management Occupations;

- Business Occupations;
- Computer, Engineering & Science Occupations;
- Community, Social Services, etc.;
- Office & Administrative Support Occupations; and,
- Natural Resources.

A comparison of the most recent census and IPEDS data reveals Bristol's employment of people from historically underrepresented groups are generally in accord with other Massachusetts employers. In some job categories, the college's employment of people from historically underrepresented groups exceeds the Massachusetts average. Still, there is progress to be made. For one, Asian Americans are underemployed in several categories.

In addition to striving to maintain a workforce consistent with the racial, ethnic and gender breakdown of other Massachusetts employers, Bristol also endeavors to create a workforce that better reflects the racial, ethnic, and gender composition of our student body. Accordingly, the racial, ethnic, and gender makeup of our student body in the Fall of 2021 to the IPEDS data is also used in setting our goals.

Our aspirational goals are:

- hire two qualified tenure track faculty members who identify as Asian American;
- hire three qualified tenure track faculty members who identify as Hispanic/Latinx;
- hire two qualified people who identify as Asian American to work in the Student & Academic Affairs category;
- hire two qualified people who identify as Hispanic/Latinx to work in the Student & Academic Affairs category;
- hire five qualified people who identify as Hispanic/Latinx in the Management Occupations category;
- hire two qualified people who identify as Hispanic/Latinx in the Business and Financial Operations category;
- hire three qualified people who identify as Asian American in the Business and Financial Operations category;
- hire two people who identify as Black or African American in the Business and Financial Operations category;
- hire two people who identify as Hispanic/Latinx in Computer, Engineering, and Science Operations category;
- hire three qualified people who identify as Asian American in the Computer, Engineering and Science Operations category;
- hire one qualified person who identifies as Black or African American in Office & Administrative Support Occupations category; and,
- hire three qualified people who identify as Hispanic/Latinx in Office & Administrative Support Occupations category.

For the actual Bristol job titles that fall under each of the aforementioned categories, please see the Goals section of this Strategy.

An annual comparison of the IPED report with census data and the student body composition will provide an update as to Bristol's progress in meeting these goals

I. Bristol Community College's Affirmative Action Strategy Statement

Affirmative action and equal employment opportunity are integral parts of the mission and purpose of Bristol Community College ("Bristol"). All Bristol employment decisions are made without regard to race, creed, religion, color, gender, gender identity, sexual orientation, age, disability, genetic information, maternity leave, military service, and/or national origin.

The implementation of an effective affirmative action policy is ultimately the responsibility of Bristol's President Laura L. Douglas Ph.D. Dr. Douglas has directed Bristol's Affirmative Action Officer to coordinate the overall development, administration and monitoring of all affirmative action programs, policies, procedures, and regulations. Bristol's Affirmative Action Officer is Title IX & Equity Officer Gia Sanchez.

Ms. Sanchez reports directly to Dr. Douglas and her designee and bears responsibility for the preparation and execution of all affirmative action policies and programs.

The purpose of the Bristol Strategy is to establish programmatic objectives that will provide for the access and advancement of qualified minorities, women, and persons with disabilities. We intend to acknowledge and responsibly alleviate the effects of societal discrimination and its impact on protected groups. The Bristol Strategy incorporates the Commonwealth of Massachusetts Board of Higher Education Massachusetts Community Colleges' Policy on Affirmative Action Equal Opportunity & Diversity ("the PAA").

II. Equity Statement

Bristol Community College strives to promote equity by removing social and structural barriers through social justice advocacy, support services, and inclusive, affirming, and accessible education and employment. We respect all cultural backgrounds, social identities, and learning abilities and promote the positive self-efficacy of each college community member. Bristol provides opportunities for dialogue, engagement, and growth by creating a welcoming and respectful environment to work and learn. Additionally, we provide a framework for promoting access and equity for all by challenging and empowering each member of our community to become an agent of transformative change by denouncing racism, hate, violence, and all forms of discrimination.

III. Overview of Laws and Executive Orders

- TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 – Title VI prohibits discrimination based on race, color, and national origin in programs and activities receiving federal assistance.
- TITLE VII OF THE CIVIL RIGHTS ACT OF 1964 – Title VII prohibits discrimination against employees or applicants for employment based on race, color, religion, sex, or national origin. In 1978, the Pregnancy Discrimination Act amended Title VII and clarified that women affected by pregnancy and related conditions must be treated the same as other applicants and employees based on their ability or inability to work.
- CAMPUS SEXUAL VIOLENCE ACT – This Massachusetts law supplements Title VII, prohibiting sex discrimination in higher education with an emphasis on preventing, reporting, and responding to sexual assaults and other forms of sexual violence.
- EQUAL PAY ACT OF 1963 -This act, part of the Fair Labor Standards Act, requires that men and women performing equal work must receive equal pay.
- AGE DISCRIMINATION IN EMPLOYMENT ACT OF 1967 – This act prohibits discrimination against individuals 40 years of age and over.
- THE FAMILY MEDICAL LEAVE ACT OF 1993 – This act requires covered employers to provide employees with job-protected and unpaid leave for qualifying medical and family reasons.
- EXECUTIVE ORDERS – Executive Order 11246 (as amended by Executive Order 11375) not only bans discrimination but also requires affirmative action on the part of federal government contractors and requires contractors to submit a written affirmative action plan.
- Executive Order 11141 prohibits discrimination based on age by government contractors.
- Executive Order 11914 bars discrimination against the handicapped in federally assisted programs.
- TITLE IX SEX DISCRIMINATION – Title IX of the Education Act amendments of 1972 prohibits discrimination against students based on sex in educational programs receiving federal funds.
- REHABILITATION ACT – The Rehabilitation Act of 1973, sections 503 and 504, applies to government contractors and subcontractors as well as to those receiving government grants. The Act prohibits discrimination based on physical and mental handicaps and mandates affirmative action to employ qualified handicapped persons. Alcoholism, drug addiction, and mental illness are included under the Act's definition of handicap.
- VIETNAM ERA VETERANS READJUSTMENT ACT OF 1974 – This federal statute requires organizations holding federal contracts of \$10,000 or more to take "affirmative action to hire and advance in employment disabled and Vietnam-era veterans."
- UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT OF 1994 (USERRA) – This statute protects service members' and veterans' civilian employment rights. Among other things, under certain conditions, USERRA requires employers to put

individuals back to work in their civilian jobs after military service. USERRA also protects service members from discrimination in the workplace based on their military service or affiliation.

- **AMERICANS WITH DISABILITIES ACT OF 1990** – This federal statute prohibits discrimination against a qualified individual with a disability regarding job application procedures, hiring, advancement or discharge, compensation, training, and other terms, conditions, and privileges of employment.
- **OLDER WORKERS BENEFIT PROTECTION ACT** – This federal statute prohibits age-based discrimination in the structure and administration of employee benefit plans unless justified by costs incurred.
- **CIVIL RIGHTS RESTORATION ACT OF 1987** – This act specifies that recipients of federal funds must comply with civil rights laws in all areas, not just in the particular program or activity that received federal funding.
- **THE 1991 CIVIL RIGHTS ACT** – This Act codified the use of disparate impact analysis in employment discrimination cases. It prohibits race norming of test scores and requires employers to "demonstrate" challenged practices as job-related.
- **MASSACHUSETTS LAWS** – Massachusetts state law outlaws any kind of discrimination against employees or applicants for employment on the basis of race, color, national origin, religion, sex, disability, age, genetic information, marital status, sexual orientation, military service, arrest record (if the arrest did not result in a conviction), and gender identity.

IV. Dissemination of the Commonwealth of Massachusetts Board of Higher Education Massachusetts Community Colleges' Policy on Affirmative Action, Equal Opportunity, and the Bristol Strategy (the PAA)

The PAA is widely available in the Bristol Community. Copies of the PAA and the Bristol Strategy are also available upon request from the college's Affirmative Action Officer and on the college's website.

In accordance with state and federal requirements, the following notice will be included in all vacancy postings and other appropriate college publications, contracts, solicitations for bids, purchase orders, websites, and leases:

Bristol Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The college prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation, or sexual violence shall

be referred to the college's Affirmative Action and/or Title IX Coordinator, the Massachusetts Commission Against Discrimination, the Equal Employment Opportunities Commission, or the United States Department of Education's Office for Civil Rights.

V. Responsibilities of the Affirmative Action Officer

The Affirmative Action Officer ("AAO") is tasked with infusing affirmative action into all aspects of the college. Title IX & Equity Compliance Officer Gia Sanchez is responsible for the development, administration and evaluation of affirmative action policies, procedures, programs, and goals. Ms. Sanchez serves as the monitor of local, state, and federal laws and regulations relating to affirmative action and equal opportunity and compliance thereof. Her responsibilities encompass the entire college community.

The AAO analyzes the college's workforce composition and may also analyze specific work areas or divisions within the college to determine if under-utilization of any protected group exists. The development of goals and timetables to correct any identified under-utilization shall be the responsibility of the AAO with input from the appropriate administrative officers. Although the basic responsibility for implementation of the affirmative action/equal opportunity program necessarily rests with the administrative officers of the college, the Affirmative Action Officer is responsible for providing advice and assistance.

VI. Affirmative Action Committee

The Commonwealth of Massachusetts Board of Education Massachusetts Community Colleges' Policy on Affirmative Action, Equal Opportunity & Diversity (PAA) mandates that an Affirmative Action Committee shall be established consisting of at least seven (7) members, representatives of faculty, administrators, non-teaching professionals, classified staff, and students. The Committee shall include protected category representation. The Affirmative Action Officer shall be an ex-officio member of the Committee.

Every Bristol employment search committee will include a member of the Affirmative Action Committee. This member shall ensure that the college's Equal Employment Opportunity and Affirmative Action guidelines are followed. A list of the members of the Committee shall be maintained on the Bristol Affirmative Action committee's intranet and representatives will be appointed to hiring committees on a rotating basis.

The Committee shall also act as a policy advisory body to the President in all matters concerning affirmative action and equal opportunity. Specific responsibilities of the Committee may include, but are not limited to, the following:

- a. Advise and assist the President and the Affirmative Action Officer in developing, implementing, and evaluating the college's Affirmative Action Program;
- b. Recommend changes in programs or policies;

- c. Represent the concerns of all employment areas of the college as these concerns relate to equal opportunity;
- d. Be informed about the rules and procedures of the college as well as federal and state laws and regulations governing affirmative action and equal opportunity;
- e. Meet as necessary, but not less than two (2) times a year; and
- f. Help sensitize and educate the college community regarding the affirmative action issues facing higher education and the larger society and to help broaden understanding of diversity in our society as well as to encourage behaviors appropriate to a pluralistic society.

VII. Equity Statement

Bristol strives to provide a workplace that is free of illegal harassment. Harassment based on race, creed, religion, color, gender, gender identity, sexual orientation, age, disability, genetic information, maternity leave, military service, national origin, or any other protected category is unlawful and will not be tolerated. Bristol will respond promptly to complaints of harassment, and where it is determined that inappropriate conduct has occurred, will act promptly to eliminate the conduct and impose such corrective measures, including disciplinary action where appropriate and consistent with applicable collective bargaining agreements.

VIII. Workforce Analysis 2021¹

This workforce analysis is derived from IPEDS data and provides information regarding Bristol's workforce by occupation classification and available self-identified racial, ethnic and gender information for 2021.

Full-Time Instructional Staff Tenured

Academic Rank	Hispanic/Latinx		American Indian or Alaska Native		Asian		Black or African American		White		Two or more races		Totals	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Professors	3	2	0	0	1	0	2	1	11	29			17	32
Associate Professors	0	1	0	0	0	1	0	0	9	15			9	17
Assistant Professors	1	0	0	0	0	0	0	0	0	0			1	0
Total	3	3	0	0	1	1	1	2	22	43			27	49

¹ The self-identified racial, ethnic, and gender identities of Bristol part-time employees is available upon request.

Tenure Track

Academic Rank	Hispanic/Latinx		American Indian or Alaska Native		Asian		Black or African American		White		Two or more races		Totals	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Professors	0	0	0	0	0	0	0	0	0	2			0	2
Associate Professors	0	0	0	0	1	0	2	1	4	4			7	5
Assistant Professors	1	0	0	0	1	1	0	1	4	17			6	19
Instructors	0	0	0	0	0	0	0	0	1	0			1	0
Total	1	0	0	0	2	1	2	2	9	23			14	26

Full-Time Non-Instructional Staff Listed by Occupation Classification

Occupational Category	Hispanic/Latinx		American Indian or Alaska Native		Asian		Black or African American		White		Two or more races		Totals	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Librarians & Media Collections Specialists	0	0	0	0	0	0	0	1	1	5			1	6
Student & Academic Affairs	0	4	0	0	1	0	1	4	7	44			9	53 ²
Management Occupations	1	0	0	1	1	1	2	5	19	33			23	40
Business Occupations	0	1	0	0	0	0	0	0	4	24			4	25
Computer, Engineering & Science Occupations	0	0	0	1	0	0	0	2	12	9			12	12
Community, Social Services	0	0	0	0	0	0	0	0	6	4			6	4
Healthcare	0 -	0	0	0	0	0	0	0	0	0			0	0
Office & Administrative Support Occupations	0	3	0	0	0	2	0	3	7	40			7	48
Natural Resources	0	0	0	0	0	0	1	0	8	0			9	0
Total	1	8	0	2	2	3	4	15	64	159			71	188

² One female race and ethnicity unknown.

IX. Crosswalk

The Bristol workforce analysis utilizes the IPEDS from 2021 for identifying the relevant occupation classifications. This crosswalk identifies the census Standard Occupational Classifications (SOC) that best match the IPEDS classifications.

IPEDS HR Occupational Categories	Census SOCs ³
1. Education Occupations	1. Postsecondary Teachers (25-1000)
2. Library and Instructional Support Occupations	2. Librarians, Curators and Archivists (25-4000)
3. Student and Academic Services and Other Educational Services Occupations	3. Other Educational Instruction and Library Occupations (25-9000)
4. Management Occupations	4. Management Occupations (11-0000)
5. Business and Financial Operations Occupations	5. Business and Financial Operations Occupations (13-0000)
6. Computer, Engineering, and Science Occupations	6. Computer, Engineering, and Science Occupations (15-0000)
7. Community, Social Service, Legal, Arts, Design, Entertainment, Sports and Media Occupations	7. Community and Social Service Occupations (21-0000)
8. Healthcare Practitioners & Technical Service Occupations	8. Healthcare Practitioners & Technical Service Occupations (29-0000)
9. Office and Administrative Support Occupations	9. Office and Administrative Occupations (43-0000)
10. Natural Resources, Construction, and Maintenance Occupations	10. Installation, Maintenance and Repair Occupations (49-0000)

³ For a more detailed breakdown of the SOCs, please see the 2018 Standard Occupational Classifications Manual which can be found at https://www.bls.gov/soc/2018/soc_2018_manual.pdf.

X. Comparison of Employee and Student Demographics⁴

Tenured Professors, Tenured Associate Professors and Tenured Assistant Professors.

Race/Ethnicity	Number of Students	Percent of Total Students	Number of Employees	Percent of Total Employees	Massachusetts Census
Hispanic/Latinx males	154	2.6%	3	4%	3.2%
Hispanic/Latinx/females	465	7.9%	3	4%	3.1%
<u>Hispanic/Latinx total</u>	619	10.5%	6	8%	6.2%
American Indian or Alaskan Native males	9	0.2%	0	0	0
American Indian or Alaskan Native females	11	0.2%	0	0	0.1%
<u>American Indians or Alaskan Native total</u>	20	0.4%	0	0	0.1%
Asian males	64	1.1%	1	1%	8.6%
Asian females	87	1.5%	1	1%	6.5%
<u>Asian total</u>	151	2.6%	2	4%	15.2%
Black or African American males	152	2.6%	1	1%	1.8%
Black or African American females	294	5.0%	2	3%	2.3%
<u>Black or African American total</u>	446	7.6%	3	4%	4.1%
White males	1330	22.6%	22	29%	37.1%
White females	2452	41.7%	43	54%	34.7%
<u>White total</u>	3782	64.3%	65	82%	71.6%
<u>Total</u>	765889		76		

⁴ Of note, 3.3% of Bristol students self-identify as Cape Verdean but IPEDS do not provide this option for self-identification. Therefore we cannot compare students and employees in this category. Also while no employees self-identify as Hawaiian or Pacific Islander, 3% of students do select this option for self-identification.

Tenure Track Professors, Associate Professors and Assistant Professors

Race/Ethnicity	Number of Students	Percent of Total Students	Number of Employees	Percent of Total Employees	Massachusetts Census
Hispanic/Latinx males	154	2.6%	1	2%	3.2%
Hispanic/Latinx/females	465	7.9%	0	0	3.1%
<u>Hispanic/Latinx total</u>	619	10.5%	1	2%	6.2%
American Indian or Alaskan Native males	9	0.2%	0	0	0
American Indian or Alaskan Native females	11	0.2%	0	0	0.1%
<u>American Indians or Alaskan Native total</u>	20	0.4%	0	0	0.1%
Asian males	64	1.1%	2	5%	8.6%
Asian females	87	1.5%	1	2%	6.5%
<u>Asian total</u>	151	2.6%	3	8%	15.2%
Black or African American males	152	2.6%	2	5%	1.8%
Black or African American females	294	5.0%	2	5%	2.3%
<u>Black or African American total</u>	446	7.6%	4	10%	4.1%
White males	1330	22.6%	8	20%	37.1%
White females	2452	41.7%	23	58%	34.7%
<u>White total</u>	3782	64.3%	31	78%	71.6%
<u>Total</u>	5889		40		

Library and Media Specialists

Race/Ethnicity	Number of Students	Percent of Total Students	Number of Employees	Percent of Total Employees	Massachusetts Census
Hispanic/Latinx males	154	2.6%	0	0	1.2%
Hispanic/Latinx/females	465	7.9%	0	0	1.8%
<u>Hispanic/Latinx total</u>	619	10.5%	0	0	2.9%
American Indian or Alaskan Native males	9	0.2%	0	0	0.2%
American Indian or Alaskan Native females	11	0.2%	0	0	0
<u>American Indians or Alaskan Native total</u>	20	0.4%	0	0	0.2%
Asian males	64	1.1%	0	0	0.6%
Asian females	87	1.5%	0	0	4.8%
<u>Asian total</u>	151	2.6%	0	0	5.4%
Black or African American males	152	2.6%	0	0	1.2%
Black or African American females	294	5.0%	1	14%	0.7%
<u>Black or African American total</u>	446	7.6%	0	14%	1.8%
White males	1330	22.6%	1	14%	18.4
White females	2452	41.7%	5	71%	70%
<u>White total</u>	3782	64.3%	6	85%	88.4%
<u>Total</u>	<u>5889</u>		<u>7</u>		

Student and Academic Affairs

Race/Ethnicity	Number of Students	Percent of Total Students	Number of Employees	Percent of Total Employees	Massachusetts Census
Hispanic/Latinx males	154	2.6%	0	0	1.2%
Hispanic/Latinx/females	465	7.9%	4	6%	1.8%%
<u>Hispanic/Latinx total</u>	619	10.5%	4	6%	2.9%
American Indian or Alaskan Native males	9	0.2%	0	0	0.2%
American Indian or Alaskan Native females	11	0.2%	0	0	0
<u>American Indians or Alaskan Native total</u>	20	0.4%	0	0	0.2%
Asian males	64	1.1%	1	2%	0.6%
Asian females	87	1.5%	0	0	4,8%
<u>Asian total</u>	151	2.6%	1	2%	5.4%
Black or African American males	152	2.6%	1	2%	1.2%
Black or African American females	294	5.0%	4	6%	0.7%
<u>Black or African American total</u>	446	7.6%	5	8%	1.8%
White males	1330	22.6%	7	11%	18.4%
White females	2452	41.7%	44	70%	70%
<u>White total</u>	3782	64.3%	51	81%	88.4%
<u>Total</u>	<u>5889</u>		<u>56⁵</u>		

⁵ One female ethnicity and race unknown.

Management Occupations

Race/Ethnicity	Number of Students	Percent of Total Students	Number of Employees	Percent of Total Employees	Massachusetts Census
Hispanic/Latinx males	154	2.6%	1	2%	1.9%
Hispanic/Latinx/females	465	7.9%	0	0	0.7%
<u>Hispanic/Latinx total</u>	619	10.5%	1	2%	2.6%
American Indian or Alaskan Native males	9	0.2%	0	0	0
American Indian or Alaskan Native females	11	0.2%	1	2%	0
<u>American Indians or Alaskan Native total</u>	20	0.4%	1	2%	0
Asian males	64	1.1%	1	2%	3.1%
Asian females	87	1.5%	1	2%	1.1%
<u>Asian total</u>	151	2.6%	2	3%	4.2%
Black or African American males	152	2.6%	2	3%	1.5%
Black or African American females	294	5.0%	5	8%	.7%
<u>Black or African American total</u>	446	7.6%	7	11%	2.3%
White males	1330	22.6%	19	31%	65.7%
White females	2452	41.7%	33	53%	24%
<u>White total</u>	3782	64.3%	52	84%	89.7%
<u>Total</u>	5889		63		

Business and Financial Operations

Race/Ethnicity	Number of Students	Percent of Total Students	Number of Employees	Percent of Total Employees	Massachusetts Census
Hispanic/Latinx males	154	2.6%	0	0	1.5%
Hispanic/Latinx/females	465	7.9%	1	3%	2.1%
<u>Hispanic/Latinx total</u>	619	10.5%	1	3%	3.6%
American Indian or Alaskan Native males	9	0.2%	0	0	0
American Indian or Alaskan Native females	11	0.2%	0	0	0.1%
<u>American Indians or Alaskan Native total</u>	20	0.4%	0	0	0.1%
Asian males	64	1.1%	0	0	4.6%
Asian females	87	1.5%	0	0	7.6%
<u>Asian total</u>	151	2.6%	0	0	12.2%
Black or African American males	152	2.6%	0	0	1.2%
Black or African American females	294	5.0%	0	0	2.7%
<u>Black or African American total</u>	446	7.6%	0	0	4%
White males	1330	22.6%	4	14%	33%
White females	2452	41.7%	24	83%	44.2%
<u>White total</u>	3782	64.3%	28	97%	77.5%
<u>Total</u>	5889		29		

Computer, Engineering and Science Occupations

Race/Ethnicity	Number of Students	Percent of Total Students	Number of Employees	Percent of Total Employees	Massachusetts Census
Hispanic/Latinx males	154	2.6%	0	0	5.1%
Hispanic/Latinx/females	465	7.9%	0	0	1.2%
<u>Hispanic/Latinx total</u>	619	10.5%	0	0	6.4%
American Indian or Alaskan Native males	9	0.2%	0	0	0
American Indian or Alaskan Native females	11	0.2%	1	4%	0
<u>American Indians or Alaskan Native total</u>	20	0.4%	1	4%	0
Asian males	64	1.1%	0	0	9.9%
Asian females	87	1.5%	0	0	2.2%
<u>Asian total</u>	151	2.6%	0	0	12.1%
Black or African American males	152	2.6%	0	0	3.2%
Black or African American females	294	5.0%	2	8%	1.1%
<u>Black or African American total</u>	446	7.6%	2	8%	4.3%
White males	1330	22.6%	12	50%	57.4%
White females	2452	41.7%	9	38%	17.6%
<u>White total</u>	3782	64.3%	21	88%	75%
<u>Total</u>	<u>5889</u>		<u>24</u>		

Community, Social Services, etc.

Race/Ethnicity	Number of Students	Percent of Total Students	Number of Employees	Percent of Total Employees	Massachusetts Census
Hispanic/Latinx males	154	2.6%	0	0	2.2%
Hispanic/Latinx/females	465	7.9%	0	0	8.3%
<u>Hispanic/Latinx total</u>	619	10.5%	0	0	10.5%
American Indian or Alaskan Native males	9	0.2%	0	0	0
American Indian or Alaskan Native females	11	0.2%	0	0	0.1%
<u>American Indians or Alaskan Native total</u>	20	0.4%	0	0	0.1%
Asian males	64	1.1%	0	0	.5%
Asian females	87	1.5%	0	0	2.6%
<u>Asian total</u>	151	2.6%	0	0	3.1%
Black or African American males	152	2.6%	0	0	5.6%
Black or African American females	294	5.0%	0	0	7.3%
<u>Black or African American total</u>	446	7.6%	0	0	13%
White males	1330	22.6%	6	60%	16%
White females	2452	41.7%	4	40%	55.4%
<u>White total</u>	3782	64.3%	11	100%	71.4%
<u>Total</u>	<u>5889</u>		<u>11</u>		

Office & Administrative Support Occupations

Race/Ethnicity	Number of Students	Percent of Total Students	Number of Employees	Percent of Total Employees	Massachusetts Census
Hispanic/Latinx males	154	2.6%	0	0	.5%
Hispanic/Latinx/females	465	7.9%	3	5%	6.3%
<u>Hispanic/Latinx total</u>	619	10.5%	3	5%	6.8%
American Indian or Alaskan Native males	9	0.2%	0	0	0
American Indian or Alaskan Native females	11	0.2%	0	0	0.3%
<u>American Indians or Alaskan Native total</u>	20	0.4%	0	0	0.3%
Asian males	64	1.1%	0	0	0.6%
Asian females	87	1.5%	2	4%	2%
<u>Asian total</u>	151	2.6%	2	4%	2.6%
Black or African American males	152	2.6%	0	0	0.4%
Black or African American females	294	5.0%	3	5%	4.2%
<u>Black or African American total</u>	446	7.6%	3	5%	4.6%
White males	1330	22.6%	7	13%	4.9%
White females	2452	41.7%	40	72%	78.9%
<u>White total</u>	3782	64.3%	47	85%	83.3%
<u>Total</u>	<u>5889</u>		<u>55</u>		

Natural Resources, Construction and Maintenance

Race/Ethnicity	Number of Students	Percent of Total Students	Number of Employees	Percent of Total Employees	Massachusetts Census
Hispanic/Latinx males	154	2.6%	0	0	7.3%
Hispanic/Latinx/females	465	7.9%	0	0	0.4%
<u>Hispanic/Latinx total</u>	619	10.5%	0	0	7.7%
American Indian or Alaskan Native males	9	0.2%	0	0	0.2%
American Indian or Alaskan Native females	11	0.2%	0	0	0
<u>American Indians or Alaskan Native total</u>	20	0.4%	0	0	0.2%
Asian males	64	1.1%	0	0	3.2%
Asian females	87	1.5%	0	0	0.1%
<u>Asian total</u>	151	2.6%	0	0	3.3%
Black or African American males	152	2.6%	1	11%	3.9%
Black or African American females	294	5.0%	0	0	0.4%
<u>Black or African American total</u>	446	7.6%	1	11%	4.3%
White males	1330	22.6%	8	89%	79.3%
White females	2452	41.7%	0	0	3.4%
<u>White total</u>	3782	64.3%	8	89%	82.7%
<u>Total</u>	<u>5889</u>		<u>9</u>		

XI Jobs by Gender⁶

Full-Time Instructional Staff	Percentage of Male Bristol Employees	Percentage of Female Bristol Employees	MA Census Male / Female
Tenured Professors	35%	65%	51.8% / 48.2%
Professors on tenure track	38%	62%	51.8% / 48.2%
Student & Academic Services	15%	85%	21.6% / 78,4%
Management	36%	64%	73.1% / 26.9%
Business & Financial	14%	86%	43.6% / 56,4%
Computer, Engineering	50%	50%	77,4% / 22,6%
Community, Social Services	60%	40%	24.9% / 75.1%
Office and Administrative	13%	87%	6.5% / 93.5%

XII. Ethnic and Racial Breakdown of New Full-Time Hires - 2021

The ethnic and racial makeup of our new hires:

- Tenured Professors – no change.
- Tenure Track Faculty Members – addition of 7 White tenure track faculty members.
- Librarians & Media Collections Specialists/Student & Academic Services – Addition of 1 Hispanic/Latino, 1 Black or African American and 6 White employees.
- Management Occupations – addition of 1 Asian, 2 Black or African American and 3 White employees.
- Business Occupations – addition of 4 White employees.
- Computer, Engineering & Science Occupations – addition of 1 Black or African American and 2 White employees,
- Community & Social Services – addition of 1 White employee.
- Healthcare – no change.
- Office & Administrative Support Occupations – addition of 4 White employees.
- Natural Resources – no change.

⁶ Percentages are only provided for classifications with 10 or more employees.

XIII. Goals

Bristol is committed to promoting diversity and equity in the workplace, preventing barriers to equal employment opportunities, all while continuing to establish a diverse employee population that reflects our student population and the community the college serves. This Affirmative Action Strategy provides a roadmap for achieving these ideals. The purpose of the Bristol Strategy is to establish programmatic objectives that will provide for the access and advancement of qualified minorities, women, and persons with disabilities. Our intent is to acknowledge and responsibly alleviate the effects of societal discrimination and its impact on protected groups. The Bristol Strategy incorporates the PAA.

While Bristol currently employs a higher percentage of people from historically underrepresented groups than the Massachusetts average in several job categories, the college endeavors to establish and maintain diversity in all job categories. To this end, hiring goals and a timeline are being set to target and measure the effectiveness of affirmative action efforts to promote diversity, prevent barriers to equal employment equity and achieve a workforce that is representative of the students and community the college serves.

Bristol is setting the following hiring goals for 2022-2026:

Tenure Track Faculty
Total Tenure Track Faculty Members – 40
Positions

Tenure Track Professor
Tenure Track Associate Professor
Tenure Track Assistant Professor
Tenure Track Instructor

Goal - hire two qualified people who identify as Asian American

- 2.6% of our student body
- 15.2% of postsecondary instructors in Massachusetts
- 8% of tenure track faculty members working in this category at Bristol
- 13% of 40 tenure track faculty members after two qualified faculty are hired

Goal - hire three qualified people who identify as Hispanic/Latinx

- 10.5% of our student body
- 6.2% of the postsecondary instructors in Massachusetts
- 3% of tenure track faculty members working in this category at Bristol
- 10% of 40 tenure track faculty members after three qualified candidates are hired

Student & Academic Affairs

Total employees – 61

Positions

Academic Coordinators	Learning Specialist
Admissions Coordinators	Recruitment Counselor
ASL Interpreter	Registrar
Associate Registrar	Senior Academic Counselor
Coord. Career Plan & Placement	Senior Financial Aid Counselor
Coordinator Academic Computing	Senior Special Programs Coord.
Coordinator Health Services	Special Programs Coord ABE
Coordinator Learning Resources	Special Programs Coord OTA
Coordinator of Financial Aid	Special Programs Coordinator
Coordinator Transfer & Articulation	Sr. Special Program Coord. ASL
Learn. Specialist Disability Svcs	Student Activity Officer

Goal - hire two qualified people who identify as Asian American

- 2.6% of our student body
- 5.4% of people in this category statewide
- 2% of people working in this category at Bristol (one employee)
- 5% of 61 people working in Student & Academic Affairs after hiring two additional qualified people

Goal - hire two qualified people who identify as Hispanic/Latinx

- 10.5% of our student body
- 2.9% of people working in this category statewide
- 7% of people working in this category at Bristol (four employees)
- 11% of 61 people working in Student & Academic Affairs after hiring two additional qualified people

Management Occupations

Total Employees – 63

Positions

Assistant Directors	Chief Strategy Implem Officer
Associate Deans	Deans
Associate Directors	Directors
Associate VPs	Executive Director of HR
Associate VP/Student Success	Interim Associate Deans
Assistant Directors	Interim Dean Arts & Humanities
Chief Information & Data Officer	President
Chief of Staff	Vice-Presidents

Goal - hire five qualified people who identify as Hispanic/Latinx

- 10.5% of our student body
- 2.6% of people working in this category statewide
- 2% of people working in this category at Bristol (one employee)
- 10% of 63 people working in Academic Affairs after hiring five additional qualified people

Business & Financial Operations
Total Employees – 29
Positions

Diversity & Title IX Officer	Buyer II
AA Operations Specialist	Comp/Benefits Administrator
Accountant I	Covid-19 Response Specialist
Accountant II	HR Operations Specialist
Accountant III	Risk/Compliance Officer
Accountant IV	Student Experience Specialist
Accountant V	Talent Mgt Administrator
Assistant Comptroller	Assoc Dir Employee/Labor Relat
Asst Director/Org Effectiveness	Comptroller
Buyer I	

Goal - hire two qualified people who identify as Hispanic/Latinx in Business and Financial Operations

- 10.5% of our student body
- 3.6% of people in this category statewide
- 3% working in this category at Bristol (one employee)
- 10% of the 29 people working in Business and Financial Operations after hiring two additional qualified people

Goal - hire three qualified people who identify as Asian American in Business and Financial Operations

- 2.6% of our student body
- 12.2% of people working in this category statewide
- 0 currently working in this category at Bristol
- 10% of the 29 people working in Business and Financial Operations after hiring three qualified people

Goal - hire two people who identify as Black or African American in Business and Financial Operations

- 7.6% of our student body
- 4% of people in this category statewide
- 0 currently working in this category at Bristol
- 7% of 29 people working in Business and Financial Operations after hiring two qualified people

Computer, Engineering & Science Occupations

Total Employees – 24

Positions

EDP Systems Analyst II

Assist Directors

EDP Systems Analyst I

Coordinator Forensic Lab

Coordinator Instructional Tech

EDP Systems Analyst I

EDP Systems Analyst II

EDP Systems Analyst IV

Laboratory Technician II

Technical Assistant II

EDP Systems Analyst I

EDP Systems Analyst II

EDP Systems Analyst III

Goal - hire two people who identify as Hispanic/Latinx in Computer, Engineering, and Science Operations

- 10.5% of our student body
- 6.4% of the people working in this category statewide
- 0 people working in this category at Bristol
- 8% of 24 after hiring two qualified people

Goal – hire three qualified people who identify as Asian American

- 2.6% of our student body
- 12.1% of people working in this category statewide
- 0 people working in this category at Bristol
- 13% after hiring three qualified people

Office & Administrative Support Occupations

Total employees – 55

Positions

Administrative Assistant I	Clerk V
EDP Entry Operator III	EDP Entry Operator IV
Executive Assistant to the VP	Executive Assistant Admin/Fin
Administrative Assistant II	Senior Executive Assistant
Clerk IV	Staff Associate
Staff Associate for Title III	Staff Associate-Business Oper.
Administrative Secretary I	Mail Clerk II
Assessment Assistant	Offset Duplicating Mach Op II
Clerk IV	Storekeeper III

Goal - hire one qualified person who identifies as Black or African American in Office & Administrative Support Occupations

- 7.6% of our student body
- 4.6% of people working in this category statewide
- 5% of people currently working in this category at Bristol (three people)
- 7% after hiring one qualified person

Goal - hire three qualified people who identify as Hispanic/Latinx in Office & Administrative Support Occupations

- 10.5% of our student body
- 6.8% of people working in this category statewide
- 5% working in this category at Bristol (three people)
- 11% after hiring three qualified people

Attachment

**The Commonwealth of Massachusetts Board of Higher Education
Massachusetts Community Colleges Policy on Affirmative Action, Equal
Opportunity & Diversity (PAA)**

[LINK TO ONLINE POLICY](#)