Section 1: Statement Updates or Revisions

There have been no changes to any policies.

Section 2: AA/EEO Information Dissemination Activities

The College has disseminated information in accordance with our Affirmative Action Plan.

Section 3: Employment Report

Overall the College’s representation of employees of color exceeds the percentage representation within the District workforce as reported in the Compliance Indicator V report, fiscal year 2011-12.

In 2011-12, WCTC hired nine persons of color (excluding part-time I instructors, casual, and temporary employees); one in management, four professionals, and four support personnel. This represented 21.4% of new employees hired for the year.

Of the 40 faculty, instructors, and staff who were promoted in 2011-12, four, (10%) were persons of color.

Executives/Administrators

The College continues to use national, state, and local recruitment sources for key administrative vacancies.

Faculty

The College has recruited for faculty positions using the same sources as for executives and administrators.

People with Disabilities

The College continues to utilize a comprehensive listing of various community-based advocacy organizations within the district for recruiting persons with disabilities for positions.

Activities

- Implemented a goal for all College leaders at the Associate Dean level and above to have a diversity objective in their 2011-12 annual performance goals.

- Conducted Diversity Awareness Training for all managers, July 28, 2011.

- Increased the hours of the Diversity Coordinator to full-time, 40 hours per week in the Multicultural Resource Center (MRC) effective June 2011.
• Seven employees and one student attended the Madison YWCA Racial Justice Summit, October 5-7, 2011. The focus of the summit was on restorative approach to racial justice.

• Conducted Safe Zone Training, on October 10, 2011, to provide understanding and awareness of lesbian, gay, bisexual, and transgender issues. Twelve employees signed pledges to be Safe Zone allies to serve as a contact and support on campus.

• Formed a Title IX team consisting of the Associate Vice-President, Student Services (the College’s Title IX Coordinator); Associate Vice-President, Human Resources; Director, Student Development; Assistant Director, Student Development; Manager, Human Resources; and the Environmental Health and Safety Supervisor. The team completed two-day Title IX coordination training in January 2012.

Section 4: Student Progress Report

Enrollment – General

The Compliance Indicator Report I (VE 215660) of WCTC’s total enrollment in all program areas for 2011-12 reflects that the College is in compliance overall with meeting or exceeding enrollment goals. The graduation rates of our African-American students are still low overall and the College has continued to assess our methods of outreach and retention of these students.

To address some of the challenges with student retention and graduation rates, WCTC undertook the following initiatives.

Recruitment

The College’s annual strategic recruitment plan identifies enhanced recruitment and marketing strategies targeted to females in non-traditional occupations, persons of color, and individuals with disabilities.

WCTC Open Houses

Each of WCTC’s Centers of Excellence had a designated evening to promote programs via an Open House. Events were coordinated with individual instructional departments and Student Services. These events gave students the opportunity to do some career exploration in both traditional and non-traditional career choices. They were able to tour program labs and classrooms, meet program instructors and counselors, and get questions answered from Financial Aid, Admissions and Assessment, Counseling and Academic Advising, Student Life, Special Services, and Career Development Services. Adults and high school students were invited.

10/13/11 Nursing/Allied Health Open House (272 prospective students; 241 Females: 31 Males)
11/04/11 All Campus Open House (694 prospective students; 289 Females/ 405 Males)
12/01/11 Printing & Graphics (82 prospective students; 43 Females/ 39 Males)
12/08/11 Protective Services (110 prospective students; 35 Females/ 75 Males)
02/02/12 Hospitality & Culinary (80 prospective students; 52 Females/ 28 Males)
02/23/12 Education / Interior Design/ Human Services/Barber - Cosmetology (150 prospective students; 134 Females/ 16 Males)
03/15/12 Business / Information (143 prospective students; 27 Females/ 106 Males)
04/05/12 Technology Skilled Trades / Electronics / Engineering (341 prospective students; 47 Females/ 304 Males)

**Minority Recruitment**

WCTC’s Recruitment Coordinator/Diversity participated in numerous community events focused on minority recruitment, which included:

07/15/11 – UW Whitewater Upward Bound Tour
07/18/11 – UCC Tour
09/19/11 – Riverside/ Rufus King HS College Fair
10/06-07/11 – YWCA Racial Summit
10/12/11 – National Hispanic College Fair
10/18/11 – Oneida Higher Education College Fair
10/26/11 – Johnson Creek – Students w/ Disabilities Tour
11/03/11 – Vincent High School College Day
11/11/11 – Veteran’s Day Fair
11/19/11 – Youth Power Breakfast Center
11/23/11 – MPS Fresh Coast Classic College Day
11/30/11 – Atlas HS College Fair
12/7/11 – Waukesha HS Bilingual Program Presentation
01/13/12 – Quest High School Tours
02/08-09/12 – Diversity Summit
2/15/12 – Audubon HS Presentations
2/25/12 – DPI Pre-College Fair
03/08/12 – Diversity Leadership Summit
03/12/12 – WCTC Waukesha Transfer Fair (ESL students)
03/29/12 – Hispanic Youth College Fair
03/30/12 – Southeast Asian Youth College Fair
04/04/12 – Brookfield HS ELL Program Presentation
05/03/12 – Hispanic Community Education Fair
05/23/12 – United Community Center College Day
05/30/12 – UMOS Graduation
06/23-24/12 – Fiesta Waukesha

The Minority Recruitment Coordinator also assisted with transitioning ESL students at our Waukesha Campus to programs at our main campus including college ESL, technical diplomas, technical certificates and associate degree programs.
Non Traditional Occupations

WCTC offered services to provide information on non-traditional occupations (NTO) career paths for men and women. The following presentations were held:

On Oct. 13, 2011, the College ran a special panel presentation, “Men in Nursing and Allied Health,” for men seeking a career in Nursing or Allied Health, since these are non-traditional occupations for males. This was a great opportunity for students who are undecided because they were able to hear first-hand from men who are current WCTC students and graduates in the profession. A total of 33 people attended the event (21 participants plus guests).

On April 5, 2012, WCTC held a special session, “Women in Skilled Trades, Electronics and Engineering Panel Presentation,” during the Skilled Trades, Electronics and Engineering open house. During this session, a panel of professionals and staff shared their experiences and advice. A total of 17 people attended the event (6 participants plus guests). This was a great opportunity for students who are undecided because they were able to hear first-hand from women in the profession.

Tech Camp

In June 2012, Tech Camp, a week-long career exploration opportunity, provided high-school freshmen, sophomore, and junior students with hands-on sessions in the fields of Information Technology, Crime Scene Investigation, Engineering and Health Information Technology. This opportunity enabled students to explore a variety of traditional and non-traditional occupations. In order to participate in this week long career exploration camp, students needed to qualify or participate in their school’s “free or reduced lunch” program.

Students with Disabilities

WCTC’s Recruitment department worked with area high school to set up specialty tours for students with disabilities. The tours incorporated information from the general campus tours, and also invited personnel from the Special Services department to present on the services and accommodations WCTC can provide. Since accommodations and services differ from high school to college, these specialty tours help make transitioning to college less stressful for students. WCTC reached over 350 students with disabilities with these informative tours. Listed below are some of the larger tours that were facilitated:

12/09/11 – Special Services Tour (75 students)
03/01/12 - Take Charge of Your Future Event and Tour (200 students)
3/14/12 – Special Service Tour (62 students)
05/09/12 – Special Service Tour (43 students)
05/24/12 – Genesee Lake School Tour (25 students)
Retention Initiatives

Perkins Grant Activities

One of WCTC’s Academic Advisors has dedicated time in the program, Assuring Access and Participation in NTO Occupations. She provided retention support to students from enrollment to graduation and actively monitored the caseload to provide timely interventions as appropriate. Retention activities such as proactive case management, networking/support group for nontraditional women and men, and financial assistance were provided to 30 students. Academic support was provided in the mechanical, architectural and information technology program areas.

Students with Disabilities

The Compliance Indicator Report I for WCTC’s 2011-12 total enrollment of students with disabilities in all program areas was two percent lower than the district population average, although graduation rates reflected that the College was generally in compliance. WCTC implemented a variety of activities specifically designed to address the enrollment and retention of students with disabilities.

During the 2011-12 school year the Disability Services Office provided services to 523 students. These services included:

• Transition Services. These services are for students who are entering the College for the first time. Assistance included: help with program selection, assistance with the admissions process, accommodations on the admissions test, course selection, and referral to other campus resources.

• Case management services. These services included setting up accommodations for the students, meeting with the students on a regular basis to discuss progress and ensure they are connected with other resources on campus, and serving as an advocate for the student.

• In addition to these services, the Disability Services staff attended parent and transition nights at local high schools and presented information at local high schools on WCTC’s services for students with disabilities.

During the fall 2011 in-service, the Director of Counseling, Academic Support, and Special Services and the Transition/Retention Specialist presented information to faculty on ADA-Section 504, how accommodations are determined, what their role is in the accommodation process, and possible results of not providing reasonable accommodations.

The Director of Counseling, Academic Support, and Special Services and the Transition/Retention Specialist also attended department meetings across campus to discuss accommodating students with disabilities, the instructor’s role and responsibilities in the process, and how to refer a student with a disability to the disability services office.

These meetings with the departments assisted with the retention of students with disabilities and helped to ensure that students received the appropriate services.
Other Diversity Activities

The College continues to offer a variety of diversity events and educational programming. The following are some highlights from 2011-12.

- In September 2011, WCTC celebrated Deaf Awareness Week with speaker and performing artist, Patricia “Trix” Bruce.

- WCTC again hosted the Mandala Sand Painting Exhibition in September 2011. The Mystical Arts of Tibet Tibetan Buddhist monks from Drepung Loseling Monastery constructed a mandala sand painting in the Student Lounge.

- In fall 2011, WCTC established a Civility initiative dedicated to raising awareness about how we treat one another and the impact it has on the campus community. The College formed a committee—comprised of students, faculty and staff—which worked with the WCTC community to define the meaning of civility. The initiative's nine major tenets, which are based on the work of P.M. Forni, include:
  - Pay attention,
  - Listen,
  - Be inclusive,
  - Not gossip,
  - Show respect,
  - Be agreeable,
  - Apologize,
  - Give constructive criticism,
  - Take responsibility.

- WCTC co-sponsored and hosted the annual Waukesha County Dr. Martin Luther King, Jr. Celebration Day on January 16, 2012, in collaboration with the County Executive’s Office, United Way of Waukesha, Waukesha NAACP, and the Waukesha County Business Alliance. The activities included:
  - “Lead the Dream,” a leadership luncheon that celebrated and recognized best practices of business and community organizations in championing Dr. King's principles of justice/equal rights, service to others, and acceptance of diversity;
  - “See the Dream,” a virtual tour of Waukesha non-profit agencies that promoted Dr. King’s dream of service to others;
  - “Build the Dream,” a leadership program for middle school students, held at WCTC, that featured a keynote presentation by Jeff Yalden, an award-winning and internationally acclaimed youth motivational speaker;
  - “Feed the Dream,” a food drive conducted by area middle and high schools for local area food pantries.
Section 5: Monitoring and Evaluation Activities:

The monitoring of the compliance for ADA for students with disabilities is done on a regular basis. The Director of Counseling, Special Services, and Academic Support and the Transition/Retention Specialist have regular contact with faculty to ensure that accommodations are being provided. The Director monitors all services and activities related to students with disabilities on a daily basis.

Section 6: Awards, Merit Citations and Kudos

There are no awards, merit citations or kudos to report.

Section 7: Changes in Goals or Initiatives in the Five Year Action Plan

Although there were no significant changes to the Five Year Affirmative Action Plan dated 2005-10, the Diversity Committee continued work on the College’s Diversity Plan which included strategies to:

1. Develop, communicate, review and assess 5-year diversity/affirmative action plan that is aligned with the College’s Strategic Plan (State Plan).
2. Support HR in recruiting qualified diverse candidates.
3. Sustain outreach with diverse professional groups – colleges, businesses and community partners.
4. Cultivate and coordinate developmental diversity training and experiential opportunities for students, in-service and leadership activities.
5. Celebrate Campus Diversity.