

2010 - 2011



DELTA STATE UNIVERSITY

**DIVERSITY AND AFFIRMATIVE
ACTION PLAN**

Delta State University is committed to a policy of equal employment and educational opportunity. Delta State University does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or veteran status. This policy extends to all programs and activities supported by the University.

PREFACE

Delta State University (also referred to as the University) is fully committed to the concept and practice of equal opportunity and affirmative action in all aspects of employment.

In the preparation of this AAP, the University has used the terminology used in E.O. 11246 and its implementing regulations as a guide. Therefore, the use of such terms as “underutilization,” “deficiency,” “concentration,” “affected class,” “goal,” “problem area,” etc. should not be construed as an admission by the University, in whole or in part, that any problem area exists or that either minorities or women have been or are presently being underutilized, concentrated, or discriminated against in any way by the University in violation of federal, state, or local fair employment practice laws. Furthermore, nothing contained in this AAP or its supporting data should be construed as an admission by the University, in whole or in part, that it has contravened such federal, state, or local employment practice laws.

In developing and implementing the AAP, the University has been guided by its established policy of providing equal employment opportunity. Any placement goals that the University has established herein are not intended as rigid, inflexible quotas that must be met, but rather as targets reasonably attainable by applying every good faith effort in implementing this AAP. The use of placement goals in this AAP is not intended, nor is the effect of such placement goals intended, to discriminate against an individual or group of individuals with respect to any employment opportunities for which, he she, or they are qualified on the grounds that he, she, or they are not the beneficiaries of affirmative action themselves. Nothing herein is intended to sanction the discriminatory treatment of any person. Indeed, all employment decisions at the University are made based on job-related criteria. Thus, this AAP has been developed in strict reliance upon the Guidelines on Affirmative Action issued by the Equal Employment Opportunity Commission (EEOC) (29 C.F.R. Part 1608).

While Delta State University firmly believes in wide dissemination of its affirmative action policies and equal employment opportunity practices, this AAP contains certain proprietary information relating to University’s business that must be kept confidential. The detailed information provided in good faith as a part of the AAP contains specific information that, if disseminated, could be detrimental to the competitive and business interests of Delta State University. At a minimum, the complexity of this data is subject to misinterpretation and misuse, which again can be very harmful to business goals and objectives solely unrelated to the affirmative action and equal employment opportunity concept.

Therefore, even though the University is justifiably proud of the progress and placement goals that are described in the following pages, this AAP and its support data are to be disclosed only to individuals, companies and government agencies only where such individuals or entities have a legitimate business interest or legal entitlement to the information. Delta State University specifically requests the following:

1. If this information is submitted to the Office of Federal Contract Compliance Programs (OFCCP) pursuant to the relevant Executive Order and regulations, it is to be considered confidential and not subject to disclosure without notifying Delta State University of the agency’s decision to disclose and providing the University with ample time to contest the disclosure.
2. If this information is supplied to another government contractor, EEOC representative, or any other person who is given access to the AAP, it is not to be copied, reproduced, or disclosed without prior notification to Delta State University.
3. No information contained in the AAP is to be copied, removed from the premises, or released to other individuals with prior notification to Delta State University.

4. All monitoring system reports as required by federal regulations and laws have been completed. Reports that require specific data such as names of employees and salary information are not an official part of this AAP. This information is on file at the University as Documentation and Supporting Data for AAP Reports and is available for review only as required by law.

The material set forth in this AAP is deemed to include personnel files, investigatory records, trade secrets, confidential operations information, confidential statistical data and other confidential and financial data, within the meaning of the Freedom of Information Act (5 U.S.C. Section 552), Title VII of the Civil Rights Act of 1964 (as amended) (42 U.S.C. Sections 2000e et seq.), and the Trade Secrets Act (18 U.S.C. Section 1905 and 44 U.S.C. Section 3508), the disclosure of which is prohibited by law and would subject the individual making the disclosure to criminal and/or civil sanctions.

This AAP does not constitute an express or implied contract between the University and its employees, job applicants, or other persons. Nothing in this AAP provides any individual or group with a private right of action against Delta State University.

Ever committed to affirmative action, Delta State University has prepared this AAP to cover employees reporting to and/or working in Cleveland, MS. As detailed in the Job Group Analysis, this AAP covers 578 employees including 146 (25.26%) minorities and 330 (57.09%) women. It is expected that these employees will help us to reach mutual goals of profitability and efficiency, resulting in both business and personal growth. As described in detail in the Plan that follows, the management of Delta State University has a continuing commitment to the practice and implemented action of this AAP.

RESPONSIBILITY FOR IMPLEMENTATION

In accordance with 41 C.F.R. 60-2.17

Dr. Myrtis Tabb, Associate VP for Finance and Administration, has overall responsibility for implementation of the Equal Employment Opportunity Policy and the AAP. The University has assigned primary management responsibility and accountability for ensuring full compliance with the plan to Dr. Myrtis Tabb, an official of the University. The Affirmative Action Officer has the authority, resources, support of and access to top management necessary to ensure effective implementation of the AAP. The Associate VP for Finance and Administration actively supports the program and provides assistance whenever it is needed, making managers and supervisors aware of the program and requesting their cooperation and assistance. The name of the Affirmative Action Officer appears on internal and external communications on the University's Equal Employment Opportunity Policy and AAP.

1. The duties of the Affirmative Action Officer include:

- A. Developing policy statements, AAP methods, and internal and external communication techniques. Affirmative action policies and procedures will continue to be developed to ensure an efficient yet positive interaction between the Affirmative Action Officer and the managers charged with employment responsibility.
- B. Assisting in the identification of problem areas, and developing strategies to eliminate any problems identified.
- C. Assisting line management and supervisors in devising solutions to equal employment problems, including counseling and training, to ensure full understanding of affirmative action and EEO policies and procedures.
- D. Designing and implementing monitoring and reporting methods that will:
 - Measure the effectiveness of the University's equal employment and AAP.
 - Indicate any need for remedial action.
 - Determine the degree to which the University's placement goals and objectives are being attained.
 - Provide management with a working understanding of the University's AAP placement goals and objectives.
- E. Meeting with managers, supervisors, and employees to ensure that the University's EEO policies are being followed.
- F. Ensuring that supervisors understand that their work performance is being evaluated in part on the basis of their demonstrated commitment to equal employment opportunity, and that it is their responsibility to prevent all types of unlawful workplace harassment.
- G. Serving as a liaison between the University and enforcement agencies.
- H. Serving as a liaison between the University and appropriate minority and women's organizations, and community action groups concerned with employment opportunities of minorities and women.
- I. Making contact with predominately female and minority high schools, colleges, and technical schools in the area as needed.

J. Keeping management informed of developments in the equal employment opportunity and affirmative action area.

K. Conducting periodic audit to ensure that the University complies in the following ways:

1. EEO posters are properly displayed.
2. All employees are afforded the opportunity and are encouraged to participate in all University-sponsored educational, training, recreation, and social activities.

2. The University recognizes that the cooperation of department supervisors and line managers is required to reach the full potential of this AAP. Therefore, supervisors and managers are expected to:

- A. Assist the Affirmative Action Officer in the identification of any problem areas and help to eliminate any barriers to equal employment opportunity.
- B. Whenever possible, become involved in local minority organizations, women's organizations, community action groups, and community service programs.
- C. Work with the Affirmative Action Officer to periodically review hiring and promotion patterns and training programs to isolate impediments to the attainment of affirmative action placement goals and objectives. Results from these reviews are communicated through appropriate management meetings.
- D. Review the qualifications of employees to ensure that minorities and women are given full opportunity for transfers and promotions.
- E. Provide career counseling for employees as needed.
- F. Adhere to the University's policy of equal employment opportunity for all employees and ensure that the policy is understood, supported and adhered to by the employees they supervise.
- G. Take action to prevent the harassment of employees based on protected characteristics or due to a perception that an individual might have been the beneficiary of the University's affirmative action efforts.

AFFIRMATIVE ACTION PROGRAM

AFFIRMATIVE ACTION POLICY

Delta State University embraces fully both the spirit and the letter of federal law and University policy regarding efforts to create and maintain a diverse employment population and to provide equal opportunity in employment to all applicants and employees. It is the policy of Delta State University to be fair and equitable in all its relations with its employees and applicants for employment without regard to race, color, religion, creed, sex, age, national origin, ancestry, disability, veteran status, marital status, or genetic information except where sex is a bona fide occupational qualification. This policy extends to recruitment, employment, promotion, demotion, transfer, lay-off, termination, compensation, training, benefits, social and recreational programs, retirement, and all other terms and conditions of employment. Delta State University continues to be committed to the concept of equal employment opportunity as a necessary element of basic principles that all persons shall be afforded equal access to positions in the university limited only by their ability to do the job. If progress toward achieving equal employment opportunity is to be made, every employee must realize that policies to remove inequalities cannot be merely passive. Positive steps must be taken to remove conditions that could result in unlawful employment discrimination.

The University will take affirmative action to recruit, employ, and to advance in employment minorities, women, individuals with disabilities, disabled veterans, and other covered veterans, including recently separated veterans, armed forces service medal veterans, and other protected veterans. Reasonable accommodations will be made for otherwise qualified veterans and other persons with disabilities. The University has both an Affirmative Action Plan and an Affirmative Action Plan for Veterans and Individuals with Disabilities. Both plans are available for public review and inspection in the Office of Human Resources during regular business hours.

The University's commitment is an institutional commitment. Positive results are expected from signatory officers and supervisors whose employment decisions have a direct impact on the attainment of the University's affirmative action goals.

Dr. Myrtis S. Tabb, Associate Vice President for Finance & Administration and Director of Human Resources, is the person responsible for developing and implementing affirmative action programs at the University, including equal employment practices, monitoring, and internal reporting. Complaints by faculty, staff, applicants for employment, and students who believe that they have not been treated in accordance with the University's Affirmative Action/Equal Opportunity Plan should contact Dr. Tabb in the Office of Human Resources, Suite 254 Kent Wyatt Hall, 1003 West Sunflower Road, Cleveland, MS 38733, Phone 662-846-4023, TDD 1-800-468-6378, email <mtabb@deltastate.edu>.

AFFIRMATIVE ACTION STATEMENT

Delta State University is committed to a policy of equal employment and educational opportunity. Delta State University does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or veteran status. This policy extends to all programs and activities supported by the University.

THE LAW

In our efforts to achieve Equal Employment Opportunity for all employees, we will be guided by the intent and mandates of all applicable laws, including but not limited to the following laws:

1. CIVIL RIGHTS ACT OF 1964 AS AMENDED

Title VII, SEC. 703. (a) It shall be an unlawful employment practice of an employer to fail or refuse to hire or to discharge an individual, or otherwise to discriminate against any individual with respect to his or her compensation, terms, conditions, or privileges of employment because of such individual's race, color, religion, sex, nationality, or handicap; or to limit, segregate, or classify his or her employees or applicants for employment in any way which would deprive or tend to deprive any individual of employment opportunities or otherwise adversely affect his or her status as an employee, because of such individual's race, color, religion, sex or national origin.

2. CIVIL RIGHTS ACT of 1964 - TITLE VII: NON-DISCRIMINATION IN FEDERALLY ASSISTED PROGRAM

The law requires that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

3. EXECUTIVE ORDER 11246 (As amended by Executive Order 11375)

This order issued by the President in 1965, required Affirmative Action Programs by all Federal contractors and sub-contractors and requires that firms with contract over \$50,000 and 50 or more employees develop and implement written programs, which are monitored by an assigned Federal compliance agency. Specific requirements for such result-oriented programs are spelled out in Revised Order No. 4 issued by the Office of Federal Contract Compliance, U.S. Department of Labor.

4. 14th AMENDMENT

Section 1. Declares that all persons born or naturalized in the United States, and subject to the jurisdiction thereof, are citizens of the United States and of the State wherein they reside and that no State shall make or enforce any law which shall abridge the privileges or immunities of citizens of the United States; nor shall any State deprive any person of life, liberty, or property without due process of law; nor deny persons within its jurisdiction the equal protection of the laws.

5. REHABILITATION ACT OF 1973

Section 504 forbids organizations and employers from excluding or denying individuals with disabilities an equal opportunity to receive program benefits and services. It defines the rights of individuals with disabilities to participate in, and have access to, program benefits and services.

6. AGE DISCRIMINATION IN EMPLOYMENT ACT OF 1967

The law seeks to prevent employment discrimination because of age against persons 40 years of age or older.

7. THE EQUAL PAY ACT OF 1963

The Equal Pay Act was the first federal law specifically aimed at correcting discrimination in employment. Basically, it mandates "equal pay for equal work" regardless of sex. The law's three benchmarks for a job are skill, effort, and responsibility.

8. SEXUAL HARASSMENT

Sex Discrimination Guidelines issued by the Equal Employment Opportunity Commission effective November 10, 1980. This amendment reaffirms that sexual harassment is an unlawful employment practice.

ASSIGNMENT OF RESPONSIBILITY IN SUPPORT OF THE PROGRAM

UNIVERSITY ADMINISTRATION

The university administration will support the efforts of an affirmative action plan through budgetary assistance, dissemination of information, and by reviewing internal reports. University administration shall have the ultimate responsibility for the success of affirmative action progress at this institution. University administration shall provide for communication of and conformance with the requirements of the plan.

HUMAN RESOURCES DEPARTMENT

The Human Resources Department, in implementing the provisions of human resource policies and procedures, shall be responsible for the general administration of the plan and continually review all human resource management policies, employment practices and procedures and make such recommendations consistent with progress in realizing full equal employment opportunity. Further, the Human Resources Department shall make recommendations regarding staffing patterns to carry out the intent of this plan.

ACADEMIC and ADMINISTRATIVE DEPARTMENTS

Departments shall adhere to the intent of the university's plan by accepting responsibility for ensuring that appropriate steps are implemented to support the plan and hold supervisory staff accountable for promoting equal employment opportunity in the workplace. Specifically, Departments shall:

- (1) make good faith efforts in identifying problem areas and developing a plan as it applies to their department; and
- (2) ensure that all employment decisions including development of job knowledge and skill requirements, interviews, offers of employment and compensation commitments, assignment, training and evaluation, and employee relations are consistent with the university human resource management policies.

UNIVERSITY EMPLOYEES

University employees will be responsible for supporting a work climate that is conducive to achieving the mission and institutional goals of Delta State University. Commitment to support, in an affirmative manner, to Delta State University's policy regarding equal employment opportunity shall be a condition of employment or continuing employment.

PROGRAM DISSEMINATION

INTERNALLY

All Department Heads and supervisory personnel will be informed that their good faith efforts on achieving affirmative action goals will be rated along with other criteria in evaluation for overall performance. Inadequate cooperation or obstruction of the program will be considered a serious matter. Such continuing conduct may be grounds for disciplinary action. Employees will be informed of their responsibility to adhere strictly to non-discriminatory practices in relation to the work environment and to other employees.

EXTERNALLY

Delta State University's program for equal employment opportunity will be disseminated to the community at large as follows:

- recruiting sources will be informed in writing that the university is an Equal Employment Opportunity employer; and
- written contacts will be made with minority and women's organizations, community agencies and leaders, news media, colleges and employment programs to inform them that we are an Equal Employment Opportunity employer.

GOALS, STRATEGIES, AND RESPONSIBILITIES

This section of the program plan will establish specific affirmative action plan objectives and fix responsibility for the completion of the objectives.

Goal I: <i>Develop and implement plan/strategies specifically for recruitment and retention of minority faculty and staff.</i>			
Strategies	Responsibility		Progress
	Implementing Unit	Oversight	
<ul style="list-style-type: none"> Evaluate the techniques for improving retention, recruitment and increasing the number of qualified minority or female applicants. 			Ongoing
<ul style="list-style-type: none"> Ensure that all announcements, advertisements, and other related information publicizes commitment to equal employment opportunity (EEO) 	Human Resources	Associate VP, Finance & Administration	Ongoing
<ul style="list-style-type: none"> Encourage minorities and women, as well as non-minorities and males to refer applicants to DSU 			Ongoing
<ul style="list-style-type: none"> Utilize the Internet to identify targeted recruitment sites for qualified minority and female applicants 	Human Resources Deans/Chairs/ Directors	Associate VP, Finance & Administration Vice Presidents Athletic Director Executive Director of Alumni & Foundation	Ongoing
<ul style="list-style-type: none"> Send job announcements to the Mississippi Unemployment Commission, minority and female community and four-year colleges and other diverse agencies to recruit minorities and females. 	Human Resources	Associate VP, Finance & Administration	Ongoing
<ul style="list-style-type: none"> Provide support for incoming faculty working on advanced degrees such as schedule adjustments and course reductions 	Deans and Chairs	Provost and VP for Academic Affairs	Ongoing
<ul style="list-style-type: none"> Provide additional resources for recruitment such as housing assistance, salary, etc. 			Ongoing

Goal II: Increase the employment of minorities in specific categories based on availability of workforce.			
Strategies	Responsibility		Progress
	Implementing Unit	Oversight	
<ul style="list-style-type: none"> Describe initial administration, faculty and staff employment using the quantitative and qualitative baseline data collected to inform the university of the Campus Diversity Plan by compiling diverse numbers and percentages all administrative, faculty and staff, numbers and percentages of employees at each employment level, etc. 	Institutional Research and Planning	Dean of Research, Assessment, and Planning	Ongoing
<ul style="list-style-type: none"> Employ a Chief Diversity Officer to assist in the process of filling vacant positions. 	Human Resources	Associate VP, Finance & Administration	Within the next 24 months as budget allows.
<ul style="list-style-type: none"> Provide diversity and inclusion training for administrators, faculty and staff who serve on search committees or making hiring decisions 	Human Resources	Associate VP, Finance & Administration	Ongoing
<ul style="list-style-type: none"> Establish a mentoring program for minorities and women hired in administrative, faculty, and staff positions. 	Deans/Chairs/Directors	President Vice Presidents Athletic Director Executive Director of Alumni & Foundation	Ongoing
<ul style="list-style-type: none"> Provide incentives for academic and non-academic units that make measurable strides to meet university diversity goals. 	Vice Presidents Athletic Director Executive Director of Alumni & Foundation	President	Ongoing
<ul style="list-style-type: none"> Support professional development and administrative intern opportunities for minority and women staff and faculty. 	Deans/Chairs/Directors	Vice Presidents Athletic Director Executive Director of Alumni & Foundation	Ongoing
<ul style="list-style-type: none"> Provide an orientation program to inform new employees of their equal employment responsibilities, promotional opportunities, University rules, ways to alleviate any problems that might arise, and other issues related to affirmative action compliance 	Human Resources	Associate VP, Finance & Administration	Ongoing

Goal III: Review personnel transactions and employment practices to ensure no discriminatory actions.			
Strategies	Responsibility		Progress
	Implementing Unit	Oversight	
<ul style="list-style-type: none"> Review and revise university policies and correct or remove those that may have an adverse or discriminatory effect. 	Deans/Department Chairs	Provost and VP for Academic Affairs	Ongoing
	Human Resources	Associate VP, Finance & Administration	
<ul style="list-style-type: none"> Analyze job position classifications and job descriptions to ensure related knowledge, skills, abilities, and other characteristics serve as the basis for employment decisions. 	Human Resources	Associate VP, Finance & Administration	Ongoing
<ul style="list-style-type: none"> Ensure job descriptions are available to incumbents and all members of management involved in the recruiting, screening, selection, and promotion process. Job descriptions are also made available to employees, applicants, and recruiting sources as appropriate 	Human Resources	Associate VP, Finance & Administration	Ongoing

Goal IV: <i>Enhance the curricula and include more opportunities for student engagement in issues of diversity in the classroom by infusion of content that develops multicultural awareness and understanding.</i>			
Strategies	Responsibility		Progress
	Implementing Unit	Oversight	
<ul style="list-style-type: none"> Describe initial curriculum offerings relating to diversity to inform the University of the Campus Diversity Plan by compiling data on course offerings related to diversity, educational activities offered to students, and data on student participation in course offerings and other activities related to diversity. 	Institutional Research and Planning	Dean of Research, Assessment and Planning	Ongoing
<ul style="list-style-type: none"> Utilize humanities courses as a springboard to introduce students to multicultural concepts and awareness. 			Ongoing
<ul style="list-style-type: none"> Allow courses in subject areas that facilitate an appreciation for underrepresented populations as options to satisfy general education or elective requirements (including, but not limited to, African American Studies, Women's Studies, etc.) 			Ongoing
<ul style="list-style-type: none"> Incorporate diversity and multicultural awareness into freshman seminar courses, capstone courses, or other courses that are required for all students. 			Ongoing
<ul style="list-style-type: none"> Incorporate diversity and multicultural awareness into first-year experience programs, student and/or residential life programs, and other programs that engage many students 			Ongoing
<ul style="list-style-type: none"> Promote study abroad opportunities for students to become exposed to diverse cultures and learning environments 			Ongoing
<ul style="list-style-type: none"> Encourage chairs to ask/require faculty to include summary statement on syllabus on how diversity is being incorporated into course material 	Deans	Provost and VP for Academic Affairs	Ongoing

Goal V: Increase the use of minority professionals, contractors, and other vendors.			
Strategies	Responsibility		Progress
	Implementing Unit	Oversight	
<ul style="list-style-type: none"> Enhance efforts to accurately identify, capture and report diversified businesses at the institutions with an ultimate goal of establishing practices that increase participation of diverse vendors. 	Procurement	VP, Finance & Administration	Ongoing
<ul style="list-style-type: none"> Develop web-based information and resources to assist diversified vendors in doing business with the university. 	Procurement	VP, Finance & Administration	Ongoing
<ul style="list-style-type: none"> Cooperate with IHL legal counsel in creating guidelines which addresses the goal of cultivating diverse businesses as potential vendors and ensure training for procurement officers and other university staff that addresses the practical implementation of such guidelines as well as initiatives for diversifying vendor participation is both legally and fiscally sound. 	Procurement	VP, Finance & Administration	Ongoing

Goal VI: Increase the enrollment and graduation rates of minorities.			
Strategies	Responsibility		Progress
	Implementing Unit	Oversight	
<ul style="list-style-type: none"> Describe initial campus climate using the quantitative and qualitative baseline data to inform the University of the Campus Diversity Plan using diverse population enrollment figures and rates, etc. 	Institutional Research and Planning	Dean of Research, Assessment, and Planning	Ongoing
<ul style="list-style-type: none"> Detail an enrollment plan for increasing enrollment of diversity populations 	Dean of Enrollment Management	President	Ongoing
<ul style="list-style-type: none"> Detail a plan for increasing retention and graduation rates of diverse populations. 			Ongoing

Goal VII: *Launch campus-wide “Diversity Awareness Campaign” to promote multicultural awareness and sensitivity and to increase visibility of the Diversity and Affirmative Action Plan.*

Strategies	Responsibility		Progress
	Implementing Unit	Oversight	
• Increase/broaden membership of Diversity Committee	Diversity Committee	Diversity Chair	Ongoing
• Use more visual communication to promote diversity – posters, displays, etc.	Diversity Committee	Diversity Chair	Ongoing
• Create “Diversity Champions” with recognition going to individual or department who best promotes academic and social inclusiveness across campus.	Diversity Committee	Diversity Chair	Ongoing

Goal VIII: *Review responsibility, accountability, and achievement of Affirmative Action goals.*

Strategies	Responsibility		Progress
	Implementing Unit	Oversight	
• Review good faith efforts with the President and Chairs (as needed).	Deans/Department Chairs Human Resources	Provost and VP for Academic Affairs Associate VP, Finance & Administration	Ongoing

MINORITY GROUP IDENTIFICATION

White - (Not of Hispanic origin), includes persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Black or African American – (Referred to in the table as “Black”) All persons having origins in any of the Black African racial groups not of Hispanic origin.

Hispanic - All persons of Mexican, Puerto Rican, Cuban, South or Central American, or other Spanish culture or origin, regardless of race.

Asian – All persons having origins in any of the original peoples of the Far East, SE Asia, the Indian Sub-Continent, for example, Cambodia, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

American Indian or Alaska Native – (Referred to as “Native American”) People having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition. An American Indian is any person who is an enrolled member of an Indian tribe, or who is a descendent in the first or second degree of any such member, or who is recognized as an Indian by the Secretary of the Interior.

Native Hawaiian and/or Pacific Islanders - All persons having origin in any of the original peoples of the Far East, Southwest Asia, the Indian subcontinent, or the Pacific Islands which may include Hawaii, Guam, Samoa, or other Pacific Islands.

Disabled – A person who has a physical or mental impairment that substantially limits one or more of his or her major life activities, or has a record of or is regarded to as having impairment. “Substantially limiting” causes difficulty in securing, retaining or advancing in employment.

Minority – Any person who identifies as being American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Other Pacific Islander, or in any combination of these identifiers, or someone who identifies as White and as any of the other identifiers.