

**Equal Employment  
Opportunity and  
Affirmative Action  
Program**

**Western Iowa Tech Community College  
Sioux City**

**October 2025**

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**WESTERN IOWA TECH COMMUNITY COLLEGE**  
**EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION PROGRAM**

RATIONALE AND INTENT

Western Iowa Tech Community College has established an equal employment opportunity/affirmative action program consistent with Iowa Code § 19B.11 and implementing regulations to reflect its commitment to equity in employment activities and in educational services. This plan serves as an assurance to students, employees, and to the larger community of WITCC's efforts to comply with local, state, and federal regulations requiring equal employment opportunity and educational opportunity.

***Equal Employment Opportunity*** - The legal necessity to maintain programs to insure fair and equitable treatment of all employees and applicants regardless of sex, race, age, creed, color, national origin, religion, marital status, sexual orientation, gender, disability, or other protected class.

***Affirmative Action*** - means action appropriate to overcome the effects of past or present practices, policies, or other barriers to equal employment opportunity.

Western Iowa Tech Community College maintains an audit and reporting system to determine overall compliance with the plan. The College's Equal Employment Opportunity Officer (EEO) oversees the affirmative action plan development, modification, implementation, effectiveness, reporting requirements and conducts management updates. The EEO Officer will conduct periodic audits of training programs, as well as hiring and promotion patterns in order to remove impediments to the attainment of goals and objectives, and report to the President and Board as appropriate.

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By: Dr. Terry A. Murrell  
College President

**WESTERN IOWA TECH COMMUNITY COLLEGE**  
**NONDISCRIMINATION STATEMENT**

WITCC Board Policy 206.1

Nondiscrimination Policy

It is the policy of Western Iowa Tech Community College not to discriminate on the basis of race, creed, color, sex, national origin, religion, age, disability, sexual orientation, socioeconomic status, actual or potential parent, family or marital status, or other characteristic protected by law in its programs, activities, or employment practices as required by state and federal civil rights regulation.

If you have questions or complaints, please contact Dean of Human Resources (employees) 4647 Stone Avenue, Sioux City, IA 51106; 712-274-6400 ext. 1406; equity@witcc.edu or Dean of Opportunity and Engagement (students) 4647 Stone Avenue, Sioux City, IA 51106; 712-274-6400 ext. 2887; equity@witcc.edu or the Director of the Office for Civil Rights, U.S. Department of Education, Cesar E. Chavez Memorial Building, 1244 Speer Blvd. Ste 310, Denver, CO 80204-3582, phone number (303) 844-5695, fax (303) 844-4303, TDD 800-877-8339; email: OCR.Denver@ed.gov.

Date of Adoption: 11/12/2019

Date of last revision: 7/8/2024

Date of current revision: 5/28/2025

Related Administrative Procedures and Cross References 400.5(h), 501.1, 502.4, 805.3, 806.1 302.1, 303.3, 400.17, 400.19, 400.2,

Legal Reference: (Code of Iowa)

**WESTERN IOWA TECH COMMUNITY COLLEGE**  
**EQUAL EMPLOYMENT OPPORTUNITY**

WITCC Board Policy 400.2

Equal Employment Opportunity

It is the policy of the board to provide equal opportunities to all employees and to applicants for employment who meet the bona fide occupational qualifications established for the position for which they apply, while following the Non-Discrimination Board Policy (206.1). In keeping with the law, veteran status of applicants will be considered.

The President shall recommend, for Board approval, a designated Equal Employment Opportunity Officer (EEO), who shall also serve as coordinator for Title IX, Title VI, Americans with Disabilities Act, and Section 504 compliance. All announcements, notices, etc., pertaining to these responsibilities shall include the designee's name, office address, phone number, and office hours.

Date of adoption: 7/14/75

Date of last revision: 01/08/18

Date of current revision: 10/13/25

Legal Reference: Civil Rights Act 1964;  
Title VI; Equal Pay Act as amended;  
Iowa Code  
Chapters 19B; 20; 35C; 73; 216; 260C;  
279.8; Americans with Disabilities Act

## **ADMINISTRATION OF THE PROGRAM**

The President, the Dean of Resources, and EEO Officer, as well as all supervisors and employees, are charged with the responsibility for supporting and complying with equal employment opportunity/affirmative action principles in accordance with applicable law.

### **Responsibility of the College President**

The College President has ultimate responsibility for the administration of the EEO/AA program. The support for and commitment to equal opportunity in all facets of the College lies within the Office of the President. Under the direction of the College President, staff members assume specific responsibilities for maintaining procedures in compliance with all relevant federal and state equal employment opportunity/affirmative action legislation.

### **Responsibility of Administrative and Supervisory Personnel**

All administrative and supervisory staff are familiar with equal employment opportunity/affirmative action guidelines, policies, and procedures as they affect employment activities within their departments. They exercise their supervisory responsibility to ensure that persons under their direction are treated in an equitable manner, while following the Nondiscrimination Board Policy 206.1. Administrative and supervisory staff assist with the College's EEO/AA program throughout the recruitment and selection process, and in any other employment actions or recommendations involving College personnel. It is also the responsibility of administrative and supervisory staff to keep the EEO Officer informed of any complaints or incidents of a discriminatory nature of which they become aware.

### **Responsibility of the Dean of Resources**

The Dean of Human Resources is responsible for insuring compliance with legal mandates for equal employment opportunity/affirmative action that are applicable to the College personnel. Such responsibilities include the review and revision of employment practices and procedures to comply with current employment legislation and with the policies of the Board of Directors. The Dean of Human Resources maintains a system which monitors all recruitment, selection, and placement procedures to ensure that non-discriminatory practices are being exercised. The Dean gives fair and impartial consideration to all requests and recommendations for employment actions to be processed through that office.

### **Responsibility of the EEO Officer**

The EEO Officer is responsible for the review, continued development, and coordination of the EEO/AA Program. The EEO Officer provides assistance to administrative and supervisory personnel in the continuous effort to afford

equal employment opportunity to all segments of the College community. The EEO Officer assists in the identification of problem areas and monitors steps to alleviate inequitable conditions and situations as they might arise. The EEO Officer serves as a liaison with external civil rights agencies and processes internal discrimination complaints in an effort to resolve them at the local level. The EEO Officer is involved in recruitment, selection, and other personnel activities to insure the equitable treatment of all applicants and employees.

The person charged with coordinating the development and implementation of this EEO/AA plan is Jackie Plendl, the Dean of Human Resources and Equal Employment Opportunity (EEO) Officer. Her office is in the Kiser Building, and her telephone number is 712-274-6400, or Extension 1406 on campus.

### **DISCRIMINATION AND HARASSMENT COMPLAINT PROCESS**

All WITCC employees and students who feel they have been denied equal opportunity according to Nondiscrimination Board Policy 206.1 may seek remedy through an internal complaint process. This process also pertains to those who feel they have been the subjects of sexual harassment. The College assures that full cooperation will be provided to any individual filing a complaint with no threat of penalty or reprisal to the complainant. If the complaint involves alleged discriminatory or harassing behavior by the EEO Officer, the Vice President of Finance and Administrative Services should be contacted in lieu of the EEO Officer wherever referenced in the procedures.

### **AMERICANS WITH DISABILITIES ACT OF 1990**

Western Iowa Tech Community College does not discriminate against qualified individuals with disabilities. The College provides reasonable accommodation(s), as required by law, to otherwise qualified applicants, employees, and students with disabilities in all work settings, education programs, activities, services, and practices, including application procedures, admissions, course selection, the awarding of degrees, discipline, and dismissal. Educational, employment, or promotion opportunities will not be denied to an employee or students because of the need to make reasonable accommodation(s) or modification(s) for the physical and mental impairment(s) of any such individual.

# WORKFORCE ANALYSIS

## Employee Demographics

	Postsecondary Instruction		Management/Executive		Professional Support		Office and Admin Support		Service Maintenance		Total		
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	
Full-time	30	36	27	34	46	59	4	22	7	1	114	152	266
Part-time	122	194	0	1	58	75	0	13	10	3	190	286	476
<b>Total</b>	382		62		238		39		21		742		

	White Non-Hispanic		Black or African American		American Indian		Asian		Hispanic		Hawaiian/Pacific Islander		Two or More Races		Unknown		Non-Resident Alien		Total	
	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT
	Instruction Male	28	108	0	4	1	0	0	1	1	2	0	0	0	3	0	4	0	0	30
Instruction Female	31	169	1	3	0	0	0	5	3	9	0	0	1	5	0	1	0	2	36	194
Management Male	21	0	1	0	0	0	1	0	3	0	0	0	0	0	0	0	1	0	27	0
Management Female	27	1	0	0	0	0	2	0	4	0	0	0	0	0	1	0	0	0	34	1
Professional Male	35	41	3	0	0	0	1	1	4	11	0	0	2	1	0	3	1	1	46	58
Professional Female	45	59	2	0	2	2	0	0	7	6	0	0	1	1	1	6	1	1	59	75
Office Male	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	0
Office Female	16	12	0	0	0	0	1	0	2	0	0	0	1	1	0	0	2	0	22	13
Service Male	4	7	1	0	0	1	0	0	1	0	0	0	1	2	0	0	0	0	7	10
Service Female	1	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	3
<b>Total</b>	212	400	8	7	3	3	5	7	25	28	0	0	6	13	2	14	5	4	266	476

Source: IPEDS, Human Resources 2024

### County Demographics

County	White Non-Hispanic	Black or African American	American Indian	Asian or Native Hawaiian/Pacific Islander	Hispanic	Total
Cherokee	10,535	253	0	67	551	11,406
%	92%	2%	0%	1%	5%	7%
Crawford	11,418	304	88	351	4,895	17,056
%	67%	2%	1%	2%	29%	10%
Ida	6,543	61	5	28	271	6,908
%	95%	1%	0%	0%	4%	4%
Monona	8,132	13	56	6	217	8,424
%	97%	0%	1%	0%	3%	5%
Plymouth	23,270	607	86	148	1,578	25,689
%	91%	2%	0%	1%	6%	15%
Woodbury	78,375	4,813	1,802	351	19,487	104,828
%	75%	5%	2%	0%	19%	60%
<b>Total</b>	138,273	6,051	2,037	951	26,999	174,311
%	79%	3%	1%	1%	15%	

## QUALITATIVE ANALYSIS AND GOALS

Western Iowa Tech Community College  
Availability and Representation

Females								
Job Group	Total	Representative Number of Females at WITCC	WITCC %	Availability Number of Females within a 100-mile Radius	100-Mile Radius Total Population	Expected %	Representation Gap	Number for Gender Balance
Instruction	502	301	60%	14,738	23,060	64%	-4%	20
Management	58	32	55%	44,061	133,352	33%	22%	NA
Professional Support	167	89	53%	88,331	185,489	48%	6%	NA
Office/Administrative Support	38	33	87%	100,936	134,501	75%	12%	NA
Service/Maintenance	13	4	31%	162,784	381,155	43%	-12%	2

Minorities								
Job Group	Total	Representative Number of Minorities at WITCC	WITCC %	Availability Number of Minorities within a 100-mile Radius	100-Mile Radius Total Population	Expected %	Representation Gap	Number for Minority Balance
Instruction	502	60	12%	3,636	18,374	20%	-8%	39
Management	58	12	21%	20,513	133,346	15%	5%	NA
Professional Support	167	44	26%	33,422	185,496	18%	8%	NA
Office/Administrative Support	38	9	24%	26,402	134,512	20%	4%	NA
Service/Maintenance	13	1	8%	100,292	381,246	26%	-19%	2

Source: Lightcast, Occupation Overview in 53 counties within a 100-mile radius of Sioux City

These numerical goals and the timetables reflected are not rigid and inflexible quotas, but reasonable aspirations toward correcting imbalance in the College's workforce. These goals shall not cause any group of applicants to be excluded from the hiring process, and are stated herein in compliance with Iowa Administrative Code rule 281-95.4(2).

### Qualitative Goals

To support the principles of EEO and to achieve established goals, Western Iowa Tech Community College will continue to implement programs designed to enhance the utilization of protected class members, and not limited to, the following:

1. Review all position descriptions to ensure they are free from discriminatory language or effect.
2. Ensure the equity statement and non-discrimination policy remain posted appropriately within required guidelines.
3. Review employee policies and revise as needed every two (2) years.

4. Include the College's non-discrimination statement in all recruitment advertising and new hire information through the employee handbook.
5. Maintain necessary records to document affirmative action progress and report required data on racial, ethnic, sex, and disability.
6. Ensure all employees who are part of a hiring committee complete EEO training.
7. Ensure the hiring process is fair and equitable.
8. Ensure all qualified applicants receive fair consideration for supervisory roles.
9. Communicate the Affirmative Action Plan and goals to employees.

### **Qualitative Analysis**

All WITCC personnel who recruit, interview, select, and make recommendations for employment, and employment actions such as training, promotion, performance appraisal, reassignment, disciplinary action, or discharge are required to adhere to the College's EEO/AA guidelines and policies of the Board of Directors.

#### **Recruitment**

WITCC demonstrates its commitment to equal opportunity by practicing recruitment techniques designed to encourage employment applications and student enrollment applications from individuals of all backgrounds and by providing equal opportunity for all members of the College community. Applicants will not be discouraged from entering non-traditional areas.

#### **Selection and Placement**

No employee, prospective employee, student, or prospective student shall be discriminated against in the selection or placement process according to Nondiscrimination Board Policy 206.1. Employment decisions are based solely upon the qualifications of the individual applicant. The College has an open admission policy for students.

#### **Transfer, Promotion and Reassignment**

Employment actions involving transfer, promotion, and reassignment are based upon employee qualifications and the needs of the College, and in adherence to the policies established by the Board of Directors. External and internal position openings are publicized throughout the College and all qualified employees are given the opportunity to make application for them.

### **Training and Development**

Supervisory personnel will inform and encourage employees to seek additional educational experience related to job improvement or personal and professional growth. Career counseling is available to all employees, and they are urged to participate in College sponsored training programs and other educational experiences.

### **Compensation, Benefits and Working Conditions**

WITCC complies with all relevant state and federal legislation concerning the administration of wages, fringe benefits, working conditions, and other privileges associated with employment. Information regarding these conditions is continually compiled, updated, and reviewed and action taken to eliminate any inequities according to Nondiscrimination Board Policy 206.1.

### **Disciplinary Action, Termination and Retrenchment**

In the event that disciplinary action, termination, or retrenchment become necessary, procedures for these actions do not differ on the basis of characteristics stated in Nondiscrimination Board Policy 206.1. Any such action or recommendation is reviewed by the Dean of Human Resources and the EEO Officer. Alternatives to such action are explored and given consideration. Termination or disciplinary action is not used as punishment or harassment against any employee who has filed a complaint of discrimination against the College.