



NEVADA LABOR COMMISSIONER
NEVADA STATE APPRENTICESHIP COUNCIL
2023 Non-Joint Standards of Apprenticeship

Appendix C

AFFIRMATIVE ACTION PLAN

ADOPTED BY

Truckee Meadows Community College

RAPIDS PROGRAM ID NUMBER: 2023-NV-122583

**DEVELOPED IN COOPERATION WITH
THE NEVADA LABOR COMMISSIONER, THE NEVADA STATE
APPRENTICESHIP COUNCIL AND THE U.S. DEPARTMENT OF LABOR**

**AS REQUIRED UNDER TITLE 29, CODE OF FEDERAL REGULATIONS, PART 30 and THE
NEVADA STATE PLAN FOR EQUAL OPPORTUNITY IN APPRENTICESHIP**

SECTION 1 - INTRODUCTION

The sponsor enters this Affirmative Action Plan (AAP) in good faith to promote equality of opportunity in its registered apprenticeship program. If women and/or minorities are underutilized in the apprenticeship program, the sponsor seeks to increase the recruitment of qualified women and/or minorities for possible selection into the apprenticeship program. The sponsor hereby adopts the equal opportunity pledge located in Section II and the AAP.

This AAP is a supplement to the apprenticeship standards. Any changes made by the sponsor to the AAP will become part of this written AAP. All changes to the AAP must be submitted to the Registration Agency for approval.

SECTION 2 - EQUAL OPPORTUNITY PLEDGE - NRS 610.144 and NAC 610.540

The sponsor commits to the following equal opportunity pledge:

“The recruitment, selection, employment and training of apprentices during apprenticeship will be without discrimination because of race, color, religion, sex, sexual orientation, age, disability or national origin. The sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the program of apprenticeship as required under Title 29 of the Code of Federal Regulations, Part 30, and all regulations on equal opportunity of employment in the State of Nevada.”

SECTION 3 - ANALYSES AND GOALS

To ensure full utilization of minorities and women in the apprenticeship program, the sponsor will conduct analyses to determine whether minorities and/or females are being underutilized and, if they are, will establish appropriate goals for the full utilization of minorities and/or women in apprenticeship. To determine whether underutilization exists, the sponsor will analyze at least the following five factors:

- (1) The size of the working age minority and female (minority and nonminority) population in the program sponsor’s labor market area.

Population of Labor Marker (18+): 1,402,813 (919,806 female all races; 483,007 non-white males) out of 1,831,711 total; **76.5% minority [male] and female [all races]**

- (2) The size of the minority and female (minority and nonminority) labor force in the program sponsor’s labor market area.

Labor Market: 845,769 (523,973 females all races; 321,796 non-white males) out of 1,143,674 total; **73.9% minority [male] and females [all races]**

- (3) The percentage of minority and female (minority and nonminority) participation as apprentices in the particular occupation as compared with the percentage of minorities and women (minority and nonminority) in the labor force in the program sponsor’s labor market area.

Apprentices: Unknown: no apprenticeships for occupation exist in sponsor’s market

Labor Market: **73.9% minority and female** (minority and non-minority)

- (4) The percentage of minority and female (minority and nonminority) participation as journeyworkers employed by the employer or employers participating in the program as compared with the percentage of minorities and women (minority and nonminority) in the sponsor's labor market area and the extent to which the sponsor should be expected to correct any deficiencies through the achievement of goals for the selection of apprentices; and

Employer: 86% *minority and female* (minority and non-minority)

Labor Market: 73.9% *minority and female* (minority and non-minority)

There are no deficiencies in this area; teaching is a majority female profession.

- (5) The general availability of minorities and women (minority and nonminority) with present or potential capacity for apprenticeship in the program sponsor's labor market area.

Availability: We cannot determine: pilot programs, however, our pilot groups are 16% higher minority and women force than the normal labor market. Pilot groups is comprised of 527 participants. 51 are minority [male] and 424 are female [all races] putting our programming at 475/527 participants as minority and female representing **90% *minority and female*** (minority and non-minority).

Underutilization exists if there are fewer minorities and/or women in the registered occupation(s) in the sponsor's apprenticeship program than would reasonably be expected in view of all relevant factors. If the sponsor detects underutilization of minorities and/or women in its apprenticeship program in the registered occupation(s), it will establish goals for the selection of minority and/or female applicants. (For further instructions, see the attached affirmative action plan workforce analysis worksheet.) The sponsor will make good-faith efforts to meet its goals.

SECTION 4 - OUTREACH AND POSITIVE RECRUITMENT- 29 CFR § 30.4(c) and NRS 610.144

The sponsor will undertake appropriate outreach and positive recruitment efforts that would reasonably be expected to increase minorities and women's participation in apprenticeship by expanding the opportunities of minorities and women to become eligible for apprenticeship selection. The sponsor will set forth the specific steps it intends to take under each selected effort below. The sponsor will undertake a significant number of activities to enable it to meet its obligations under 29 CFR § 30.4(c) and the Nevada State Plan for EEO.

- A. The sponsor will disseminate information concerning the nature of the apprenticeship, requirements for admission to apprenticeship, availability of apprenticeship opportunities, sources of apprenticeship applications, and its equal opportunity policy to the following:
- Registration Agency
 - Women's centers
 - Local schools
 - Employment service offices
 - Other outreach programs and community organizations, including those that can effectively reach minorities and women
 - Newspapers, including those that are circulated in minority communities and among women
 - Social media outlets (Facebook, Twitter, Instagram, LinkedIn, etc.)

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1. ☒ Sponsors of programs accepting applications only at specified intervals must disseminate the above information at least 30 days in advance of the earliest date for application at each interval.
 2. ☐ Sponsors of programs customarily receiving applications throughout the year must disseminate the above information regularly, not less than semiannually.
- B. ☒ The sponsor will participate in annual workshops conducted by employment service agencies for the purpose of familiarizing school, employment service, and other appropriate personnel with the apprenticeship program and current opportunities.
- C. ☒ The sponsor will cooperate with local school boards and vocational educational systems to develop programs for preparing students to meet the standards and criteria required to qualify for entry into the apprenticeship program.
- D. ☒ The sponsor will communicate its equal opportunity policy internally in such a manner as to foster understanding, acceptance, and support of the policy among the sponsor's various officers, supervisors, employees, and members and to encourage such persons to take the necessary action to aid in meeting its obligation under 29 CFR § 30 and the Nevada State Plan for EEO.
- E. ☒ The sponsor will engage in programs such as outreach for the positive recruitment and preparation of potential applicants for apprenticeships; where appropriate and feasible, such programs will provide for pretesting experience and training. In initiating and conducting these programs, the sponsor may be required to work with other sponsors and appropriate community organizations. The sponsor will also initiate programs to prepare women and encourage women to enter traditionally male programs.
- F. ☒ The sponsor will encourage the establishment and utilization of programs of pre-apprenticeship, preparatory occupational training, or others designed to afford related work experience or prepare candidates for apprenticeship. The sponsor will make appropriate provisions in its AAP to assure that those who complete such programs are afforded full and equal opportunity for admission into the apprenticeship program.
- G. ☒ The sponsor will utilize journeyworkers to assist in the implementation of its AAP.
- H. ☐ The sponsor will grant advance standing or credit based on previously acquired experience, training, skills, or aptitude for all applicants equally.
- I. ☒ The sponsor will take other appropriate action to ensure that the recruitment, selection, employment, and training of apprentices during their apprenticeship will be without discrimination because of race, color, religion, national origin, or sex (e.g., general publication of apprenticeship opportunities and advantages in advertisements, industry reports, articles, etc.; use of present minority and women apprentices and journeyworkers as recruiters; career counseling; periodic auditing of AAPs and activities; and development of reasonable procedures to ensure equal employment opportunity, including reporting systems, on-site reviews, and briefing sessions).

For each item checked in Section IV, describe in detail each specific step that the sponsor will undertake to fulfill that outreach and recruitment step:

The University of Nevada, Las Vegas College of Education will actively recruit candidates from a wide variety of sources to promote diversity, including using the methods and approaches highlighted above. We will work with community centers, local school districts, non-for-profits, and the like, to provide opportunities for pre-apprenticeships and to make the apprenticeship program known and available. We will promote opportunities and offer, when possible, apprenticeship readiness trainings to help prepare candidates for this apprenticeship.

SECTION 5 - ANNUAL REVIEW OF AFFIRMATIVE ACTION PLAN

The sponsor will make an annual review of its current AAP and its overall effectiveness and will institute any revisions or modifications warranted. The review will analyze the affirmative action steps (independently and collectively) taken by the sponsor to evaluate their effectiveness in ensuring equal opportunity in all aspects of apprenticeship, including recruitment, selection, employment, and training. The sponsor will continually monitor these processes to identify and address any barriers to equal opportunity. This may require that the sponsor identify the need for new affirmative action efforts and/or deletion of ineffective existing activities. All changes to the AAP must be submitted to the Registration Agency for approval.

SECTION 6 - OFFICIAL ADOPTION OF AFFIRMATIVE ACTION PLAN

Truckee Meadows Community College hereby officially adopts this Affirmative Action Plan.

Sponsor(s) must designate the appropriate person(s) to sign the standards.

Julie Kauffman_____

Date: December 15, 2024

Signature of Sponsor (*designee*)

Julie Kauffman – EDU Coordinator, Truckee Meadows Community College

Type Name & Title

AFFIRMATIVE ACTION PLAN WORKFORCE ANALYSIS WORKSHEET

A. SPONSOR INFORMATION

Program Number:	
Name of Sponsor:	Truckee Meadows Community College
Address:	7000 Dandini Blvd.
City/State/Zip Code:	Reno / Nevada / 89512
Contact Person:	Julie Kauffman
Phone Number: 775-673-7124	Fax Number:
E-Mail Address:	jkauffman@tmcc.edu

B. OCCUPATIONAL INFORMATION

Occupation Title:	Teacher
RAPIDS Code:	O*NET-SOC Code:
Type of Selection Method Used:	<input type="checkbox"/> Selection on basis of rank from pool of eligible applicants <input type="checkbox"/> Random selection from pool of eligible applicants <input type="checkbox"/> Selection from pool of current employees <input checked="" type="checkbox"/> Alternative selection
Labor Market Area Description:	<input type="checkbox"/> State <input type="checkbox"/> SMA <input checked="" type="checkbox"/> County

C. LABOR MARKET AREA AND OCCUPATIONAL PARTICIPATION DATA

C.1. Total Labor Force in Labor Market Area* <u>1,143,674</u>		
Number of women (white and minority):	523,973	45.8% of labor force
Number of minorities (males – not white):	321,796	28.1% of labor force
C.2. Working Age Population in Labor Market Area* <u>1,831,711</u>		
Number of women (white and minority):	919,806	50.2% of labor force
Number of minorities (males – not white):	483,007	26.3% of labor force
C.3. Apprentice Participation in Occupation in National Apprenticeship System* <u>894</u>		
Number of women (white and minority):	728	81.4% of apprentices
Number of minorities (males – not white – est.):	26	2.9% of apprentices
C.4. General Availability of Minorities and Women with the Present or Potential Capacity for Apprenticeship in relevant Labor Market Area** <u>300 (estimate) yearly</u>		
Number of women (white and minority):	Pilot data suggests 241 out of every 300	
Number of minorities (males – not white):	Pilot data suggests 28 out of every 300	

D. SPONSOR'S WORKFORCE DATA

D.1. Total Number of Journeyworkers Employed		Varies (Must have taught for 3+ years successfully)	
Number of women:	Varies	72% of work force	
Number of minorities:	Varies	14% of work force	
D.2. Total Percentage of Apprentices			
Percentage of women apprentices:	NA	NA%	
Percentage of minority apprentices:	NA	NA%	

E. ADDITIONAL RESOURCE DATA FOR CONSIDERATION IN ESTABLISHING GOALS

Industry Source Data	Minority rate of participation	Female rate of participation
E.1. Registered Apprenticeship Partners Information Data System (RAPIDS)	2.9%	81.4%
E.2. EEOC Occupational Employment Data*** (National)	5.8%	75.2%

F. DETERMINATION OF UTILIZATION

Analysis	Yes	No
Minority underutilization:		X
Female underutilization:		X

G. SPONSOR'S GOALS

The program sponsor proposes and agrees to make a good-faith effort to attain the goal of selecting at least 7% minorities (male, not white) and at least 75 % women (white and minority) during the next EEO review cycle. These goals will not be used to discriminate against any qualified applicant based on race, color, religion, national origin, or sex.

The number of new apprentices to be hired during the next year (or selection period) is estimated to be 300.

The undersigned certifies that it is the sponsor's responsibility to complete all of the above to the best of their ability and in utilizing the existing labor market area and occupational participation data, sponsor's workforce data, and additional resource data to create the determination of utilization and establish the above sponsor's goals.

Julie Kauffman

Date: December 15, 2024

Signature of Sponsor (*designee*)

Julie Kauffman – EDU Coordinator, Truckee Meadows Community College

Type Name & Title