



Equal Employment Opportunity Plan

Adopted July 28, 2009

REVISED 2016

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Component 1: Introduction

The Monterey Peninsula Community College District ~~(District) is committed to taking active and vigorous steps to ensure equal employment opportunity and creating a welcoming work and academic environment that fosters diversity and promotes excellence. The District's Equal Employment Opportunity Plan (Plan) was adopted by the governing board on [insert date]. The Plan reflects the District's commitment to equal employment opportunity, diversity, inclusion, and equity. The district is committed to taking active and vigorous steps to ensure equal employment opportunity and creating a welcoming work and academic environment will foster diversity and promote excellence.~~

Through educational experiences in an inclusive environment, our students will be better prepared to work, contribute to and live in an increasingly global society. ~~The Plan's immediate focus is equal employment opportunity in its recruitment and hiring policies and practices pursuant to applicable Title 5 regulations (section 53000 et seq.) The Plan contains an analysis of the demographic makeup of the district's workforce population. The Plan also includes the requirements for a complaint procedure for noncompliance with the Title 5 provisions relating to equal employment opportunity programs; complaint procedures in instances of unlawful discrimination; establishment of an Equal Employment Opportunity Advisory Committee; methods to support equal employment opportunity and an environment welcoming to all; and procedures for dissemination of the Plan.~~ To properly serve a growing diverse community population, the ~~D~~istrict will endeavor to hire and retain faculty and staff who are sensitive to, and knowledgeable of, the needs of the continually changing student body it serves.

I invite you to read the Plan and learn about the methods and procedures Monterey Peninsula College has implemented to support equal employment opportunity and ensure nondiscriminatory practices. Further, I welcome your thoughts and comments that will assist the District in sustaining a welcoming and inclusive work environment.

Douglas R. GarrisonDr. Walter T. Tribley
Superintendent/President

Component 2: Definitions

CCR Title 5, §53001

- a) **Adverse Impact:** a statistical measure (such as those outlined in the EEO Commission's *Uniform Guidelines on Employee Selection Procedures*) that is applied to the effects of a selection procedure and demonstrates a disproportionate negative impact on any group ~~defined in terms of ethnic group identification, gender, or disability~~protected from discrimination pursuant to Government Code 12940. A disparity identified in a given selection process will not be considered to constitute adverse impact if the numbers involved are too small to permit a meaningful comparison.
- b) ~~*Business Necessity:* circumstances which justify an exception to the requirements of section 53021(b)(1) because compliance with that section would result in substantial additional financial cost to the District or pose a significant threat to human life or safety. Business necessity requires greater financial cost than mere business convenience. Business necessity does not exist where there is an alternative that will serve business needs equally well.~~
- e)b) **Diversity:** means a condition of broad inclusion in an employment environment that offers ~~equality and respect for all persons~~equal employment opportunity for all persons. It requires both the presence, and the respectful treatment, of individuals from a wide range of ethnic, racial, age, national origin, religious, gender, sexual orientation, disability and socio-economic backgrounds.
- e)c) **Equal Employment Opportunity:** means that all qualified individuals have a full and fair opportunity to compete for hiring and promotion and to enjoy the benefits of employment with the District. Equal employment opportunity should exist at all levels in the seven job categories which include executive/administrative/managerial, faculty and other instructional staff, professional nonfaculty, secretarial/clerical, technical and paraprofessional, skilled crafts, and service and maintenance. Equal employment opportunity also involves:
1. Identifying and eliminating barriers to employment that are not job related; and
 2. Creating an environment which fosters cooperation, acceptance, democracy, and free expression of ideas and is welcoming to men and women, persons with disabilities, and individuals from all ethnic and other groups protected from discrimination pursuant to Government Code section 12940.
- e)d) **Equal Employment Opportunity Plan:** a written document that includes specific procedures for ensuring equal employment opportunity.

- ~~f)e)~~ **Equal Employment Opportunity Measures:** all the various measures by which equal employment opportunity is ensured. Such measures include, but are not limited to, using nondiscriminatory employment practices, actively recruiting, monitoring and taking additional steps consistent with the requirements of section 53006.
- ~~g)~~ ~~(1) *Ethnic Minorities: American Indians or Alaskan natives, Asians or Pacific Islanders, Blacks/African-Americans, and Hispanics/Latinos.*~~
- ~~(2)f)~~ **Ethnic Group Identification:** means an individual's identification in one or more of the ethnic groups reported to the Chancellor pursuant to section 53004. These groups shall be more specifically defined by the Chancellor consistent with state and federal law.
- ~~h)~~ ~~*Goals for Persons with Disabilities: a statement that the District will strive to attract and hire additional qualified persons with a disability in order to achieve the level of projected representation for that group by a target date established by taking into account the expected turnover in the workforce and the availability of persons with disabilities who are qualified to perform a particular job. Goals are not "quotas" or rigid proportions.*~~
- ~~i)g)~~ **In-house or Promotional Only Hiring:** means that only existing District employees are allowed to apply for a position.
- ~~j)h)~~ **Monitored Group:** means those groups identified in section 53004(b) for which monitoring and reporting is required pursuant to section 53004(a).
- ~~k)i)~~ **Person with a Disability:** any person who (1) has a physical or mental impairment as defined in Government Code, section 12926 which limits one or more of such person's major life activities, (2) has a record of such an impairment, or (3) is regarded as having such an impairment. A person with a disability is "limited" if the condition makes the achievement of the major life activity difficult.
- ~~l)~~ ~~*Projected Representation: the percentage of persons from a monitored group determined by the Chancellor to be available and qualified to perform the work in question.*~~
- ~~m)j)i)~~ **Reasonable Accommodation:** the efforts made on the part of the District ~~to remove artificial or real barriers, which prevent or limit the employment and upward mobility of persons with disabilities. "Reasonable accommodations" may include the items designated in section 53025 in compliance with Government Code 12926.~~

- k) **Screening or Selection Procedures:** any measure, combination of measures, or procedures used as a basis for any employment decision. Selection procedures include the full range of assessment techniques, including but not limited to traditional paper and pencil tests, performance tests, and physical, educational, and work experience requirements, interviews, and review of application forms.
- el) **Significantly Underrepresented Group:** any monitored group for which the percentage of persons from that group employed by the District in any job category listed in section 53004(a) is below eighty percent (80%) of the projected representation for that group in the job category in question.
- p) ~~Target Date: a point in time by which the District Plans to meet an established goal for persons with disabilities and thereby achieve projected representation in a particular job category.~~
- q) ~~Timetable: a set of specific annual hiring objectives that will lead to meeting a goal for persons with a disability by a projected target date.~~

Component 3: Policy Statement

CCR Title 5 §53002

The Monterey Peninsula Community College District is committed to the concept and the principles of equal employment opportunity. To this end, the District has established and will maintain a comprehensive program to put that concept and those principles into practice.

It is the District's policy to ensure that all qualified applicants for employment and all employees have full and equal access to employment opportunity. To achieve this end, the District will ensure that applicants for employment and all employees are not subjected to discrimination in any program or activity of the district on the basis of age, ancestry, color, gender, gender identity, gender expression, genetic information, marital status, medical condition, military or veteran status, national origin, physical or mental disability, pregnancy, race or ethnicity, religion, sex, sexual orientation, ethnic group identification, race, color, national origin, religion, age, sex, physical disability, mental disability, ancestry, sexual orientation, or on the basis of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The District will strive to achieve a workforce that is welcoming to ~~men, women, persons with disabilities and individuals from all ethnic and other groups~~ all individuals. ~~Such a workforce will promote an~~ to ensure an inclusive educational and employment

environment which fosters cooperation, acceptance, democracy and free expression of ideas.

An Equal Employment Opportunity Plan will be maintained to ensure the implementation of equal employment opportunity principles that conform to federal and state laws.

Component 4: Delegation of Responsibility, Authority and Compliance

CCR Title 5 §53003(c)(1), 53005, 53020

It is the goal of the Monterey Peninsula Community College District that all employees promote and support equal employment opportunity because equal employment opportunity requires a commitment and a contribution from every segment of the District. The general responsibilities for the timely and effective implementation of this Plan are set forth below.

1. Governing Board

The Governing Board is ultimately responsible for proper implementation of the District's Plan at all levels of District and college operation, and for ensuring equal employment opportunity as described in the Plan.

2. ~~Chief Executive Officer~~Superintendent/President

The Governing Board delegates to the Superintendent/President, Chief Executive Officer—the responsibility for ongoing implementation of the Plan and for providing leadership in supporting the District's equal employment opportunity policies and procedures. The ~~Chief Executive Officer~~Superintendent/President shall advise the Governing Board concerning statewide policy emanating from the Board of Governors of the California Community Colleges and direct the publication of an annual report on Plan implementation. The ~~Chief Executive Officer~~Superintendent/President shall evaluate the performance of all administrative staff who report directly to him/her on their ability to follow and implement the Plan.

3. Equal Employment Opportunity Officer

The District has designated ~~Barbara Lee~~Susan Kitagawa, Associate Dean of Human Resources, as its Equal Employment Opportunity Officer who is responsible for the day-to-day implementation of the Plan. If the designation of the Equal Employment Opportunity Officer changes before this Plan is next revised, the District will notify employees and applicants for employment of the new designee. The Equal Employment Opportunity Officer is responsible for administering, implementing and monitoring the Plan and for assuring compliance with the requirements of Title 5, sections 53000 et seq. The Equal Employment Opportunity Officer is also responsible for receiving complaints

described in Component 6 and for ensuring that applicant pools and selection procedures are properly monitored.

4. Shared Governance Groups

Groups in the shared governance structure, including the Academic Affairs Advisory Group (AAAG), Student Services Advisory Group (SSAG), Administrative Services Advisory Group (ASAG), Associated Students of Monterey Peninsula College (ASMPC), Academic Senate and College Council, ~~will~~may review proposed EEO Plans, policies, procedures and initiatives as appropriate, ~~and develop/support recommendations as needed.~~

45. Equal Employment Opportunity Advisory Committee

Monterey Peninsula College established and will maintain an Equal Employment Opportunity Advisory Committee (EEOAC) to act as an advisory body to the Equal Employment Opportunity Officer and the District as a whole. To promote understanding and support of equal employment opportunity policies and procedures, the ~~Equal Employment Opportunity Advisory Committee (EEOAC)~~ shall assist in the implementation of the Plan in conformance with state and federal regulations and guidelines, monitor equal employment opportunity progress, and provide suggestions for Plan revisions as appropriate.

56. Agents of the District

Any organization or individual, whether or not an employee of the District, who acts on behalf of the Governing Board with regard to the recruitment and screening of personnel, is an agent of the District and is subject to all the requirements of this Plan.

67. Good Faith Effort

The District shall make a continuous good faith effort to comply with all the requirements of its Plan.

Component 5: Advisory Committee

CCR Title 5 §53005

The District has established an Equal Employment Opportunity Advisory Committee (EEOAC) to assist the District in implementing its Plan. The committee may also assist in promoting an understanding and support of equal opportunity and nondiscrimination policies and procedures. The committee may sponsor events, training, or other activities that promote equal employment opportunity, nondiscrimination, retention and diversity.

The ~~Equal Employment Opportunity~~EEO Officer shall train the advisory committee on equal employment compliance and the Plan itself. The EEOAC shall receive training in all of the following:

- a) The requirements of this subchapter and of state and federal nondiscrimination laws;
- b) Identification and elimination of bias in hiring;
- c) The educational benefits of workforce diversity; and
- d) The role of the advisory committee in carry out the District's EEO Plan.

The committee shall include a diverse membership whenever possible. A substantial good faith effort to maintain a diverse membership is expected. If the District has been unable to meet this requirement, it will document that efforts were made to recruit advisory committee members who are members of monitored groups. The committee must have at least three (3) community members but no more than seven (7), and at least one (1) faculty member, one (1) classified, one (1) MSC member, and the EEO Officer who shall chair the committee. ASMPC shall be invited to appoint no more than two (2) student representatives. The total membership shall consist of a minimum of 7 but shall not exceed 15. Community representatives shall represent organizations that have a priority interest in equal employment opportunity and the fair treatment of all. A quorum is four (4) or more members.

The ~~Equal Employment Opportunity Advisory Committee~~EEOAC shall hold a minimum of four (4) meetings per fiscal year. When appropriate, the advisory committee shall make recommendations to the Governing Board, the ~~Chief Executive Officer~~Superintendent/President, the ~~Equal Employment Opportunity~~EEO Officer, and/or any other appropriate ~~MPC-college~~ entity it deems necessary.

Component 6: Complaints

CCR Title 5 §53003(c)(2), 53026, 59300 et. seq.

~~1) 1)~~ **Complaints Alleging Violation of the Equal Employment Opportunity Regulations (Section 53026).** The District has established the following process permitting any person to file a complaint alleging that the requirements of the equal employment opportunity regulations have been violated. Any person who believes that the equal employment opportunity regulations have been violated may file a written complaint describing in detail the alleged violation. All complaints shall be signed and dated by the complainant and shall contain, to the best of the complainant's ability, the names of the individuals involved, the date(s) of the event(s) at issue, and a detailed description of the actions constituting the alleged violation. Complaints involving current hiring processes must be filed as soon as possible after the occurrence of an alleged violation and not later than sixty (60) days after such occurrence unless the complainant can verify a compelling reason for the District to waive the sixty (60) day limitation. Complaints alleging violations of the *Plan* that do not involve current hiring processes must be filed as soon as possible after the occurrence of an alleged violation and not later than ninety (90)

days after such occurrence unless the violation is ongoing. A complainant may not appeal the District's determination pursuant to section 53026 to the Chancellor's Office, but under some circumstances, violations of the equal opportunity regulations in Title 5 may constitute a violation of a minimum condition for receipt of state aid. In such a case, a complaint can be filed with the Chancellor's Office, but the complainant will be required to demonstrate that he/she made previous reasonable, but unsuccessful, efforts to resolve the alleged violation at the college and/or District level using the process provided by section 53026. (See *California Community Colleges Chancellor's Office Guidelines for Minimum Conditions Complaints* at:

<http://www.cccco.edu/divisions/legal/guidelines/Guidelines%20for%20Minimum%20Conditions%20Complaints.htm>)

<http://extranet.cccco.edu/Divisions/Legal/Discrimination.aspx>
<http://extranet.cccco.edu/Divisions/Legal/Resources.aspx>

The District may return without action any complaints that are inadequate because they do not state a clear violation of the EEO regulations. All returned complaints must include a District statement of the reason for returning the complaint without action.

The complaint shall be filed with the ~~Equal Employment Opportunity~~EEO Officer. If the complaint involves the ~~Equal Employment Opportunity~~EEO Officer, the complaint may be filed with the ~~Chief Executive Officer~~Superintendent/President. To the extent practicable, a written determination on all accepted written complaints will be issued to the complainant within ninety (90) days of the filing of the complaint. The ~~Equal Employment Opportunity~~EEO Officer will forward copies of all written complaints to the Chancellor's Office upon receipt.

In the event that a complaint filed under section 53026 alleges unlawful discrimination, it will be processed according to the requirements of section 59300 et seq.

2) Complaints Alleging Unlawful Discrimination or Harassment (Section 59300 et seq.) The District has adopted procedures for complaints alleging unlawful discrimination or harassment, *Procedures for Complaints of Unlawful Discrimination, Including Sexual Harassment*. The Associate Dean of Human Resources is responsible for receiving such complaints and for coordinating their investigation.

Component 7: Notification to District Employees

CCR Title 5 §53003 (c)(3)

The commitment of the Governing Board and the ~~Chief Executive Officer~~Superintendent/President to equal employment opportunity is emphasized through the broad dissemination of its Equal Employment Opportunity Policy Statement and the Plan. The Policy Statement will be printed in the college catalogs and class schedules. The Plan and subsequent revisions will be distributed to the District's Governing Board, the ~~Chief Executive Officer~~Superintendent/President, administrators, College Council, the academic senate leadership, union representatives and members of the District Equal Employment Opportunity Advisory Committee. The Plan will be available on the District's website and employees will be notified electronically. ~~Hard~~ copies will be available in Human Resources and the Library. The Office of Human Resources will provide all new employees with a copy of the written notice described above when they commence their employment with the District. ~~Once per~~Each year, all employees will be sent ~~a copy of District policy regarding Equal Employment Opportunity and notified of the location of the Plan. New employees will be provided written notice of the location of the Plan and offered a hard copy.~~ an annual notice containing the following:

- a) The importance of the employee's participation and responsibility in ensuring the Plan's implementation.
- b) Where complete copies of the Plan are available, including the Library, Office of Human Resources and on the District's internet site.

Component 8: Training for Screening/Selection Committees

CCR Title 5 §53003(c)(4)(A)

Any organization or individual, whether or not an employee of the District, who is involved in the recruitment and screening/selection of personnel, shall receive appropriate training on the requirements of the Title 5 regulations on equal employment opportunity (section 53000 et. seq.); the requirements of federal and state nondiscrimination laws; the requirements of the District's Equal Employment Opportunity Plan; and the District's policies on nondiscrimination, recruitment, and hiring. The training shall also include the educational benefits of workforce diversity, the elimination of bias in hiring decisions, and best practices of selection and/or screening committees. This training is mandatory; individuals who have not received this training will not be allowed to serve on screening/selection committees. The Office of Human Resources ~~Department~~ is responsible for providing the required training. Any individual, whether or not an employee of the District, acting on behalf of the District with regard to recruitment and screening of employees, is subject to the equal employment opportunity requirements of Title 5 and the District's Equal Employment Opportunity Plan.

Component 9: Annual Written Notice to Community Organizations

CCR Title 5 §53003(c)(5)

Once per year the Office of Human Resources ~~Department~~ will notify community groups and professional organizations of that they may obtain a copy of the District's Plan, and the need for assistance from these groups in identifying qualified applicants. These groups will also be notified of all job openings. The notice may include mailings and electronic communications. Annually the EEOAC shall identify these appropriate community groups.

Component 10: Analysis of District Workforce and Applicant Pool

CCR Title 5 §53003(c)(6), 53004

The Office of Human Resources ~~Department~~ will annually survey-review the District's workforce composition and shall monitor applicants for employment on an ongoing basis to evaluate the District's progress in implementing the Plan, to provide data needed for the reports required by this Plan and to determine whether any monitored group is underrepresented. Monitored groups are men, women, American Indians/Alaskan Natives, Asians or Pacific Islanders, Blacks/African-Americans, Hispanics/Latinos, Caucasians, and persons with disabilities.

For purposes of the survey and report each applicant or employee will be afforded the opportunity to voluntarily identify her or his gender, ethnic group identification and, if applicable, her or his disability. Persons may designate as many ethnicities as they identify with, but shall be counted in only one ethnic group for reporting purposes. Chinese, Japanese, Filipinos, Koreans, Vietnamese, Asian Indians, Hawaiians, Guamanians, Samoans, Laotians, and Cambodians will be counted and reported as part of the Asian/Pacific Islander group as well as in separate subcategories.

This information will be kept confidential and will be separated from the applications that are forwarded to the screening/selection committee and hiring administrator(s). The District will annually report to the Chancellor the results of its annual survey of employees. At least every three years the Plan will be reviewed and, if necessary, revised based on an analysis of the ethnic group identification, gender, and disability composition of existing staff and of those who have applied for employment in each of the following identified job categories:

- 1) Executive/Administrative/Managerial
- 2) Faculty and other Instructional Staff ~~(Faculty will be reported in categories as required by the Chancellor's Office.)~~
- 3) Professional Non-faculty
- 4) Secretarial/Clerical
- 5) Technical and Paraprofessional

- 6) Skilled Crafts
- 7) Service and Maintenance

~~The analysis~~ A longitudinal overview ~~of the District's current employees by work group force, and most recent annual~~ applicant pools and hires are reported in the Annual Applicant Pool and Employee Demographic Report. See Appendix A ~~following tables and charts.~~

Analysis

~~In the analysis of the total applicant pools over the last year, annual totals for full-time academic pools ranged from 2% ethnically diverse to 39% ethnically diverse, with a combined number of 34% diverse. Classified pools ranged from 17% to 60% ethnically diverse. Adjunct faculty are hired from a continuous recruitment so trends are more difficult to identify, but that workforce shows a slight improvement from the last report from 11% to the current 16%. The adjunct faculty hiring procedure has recently been revised in an effort to recruit larger applicant pools. The full-time faculty workforce diversity remains essentially unchanged at 23%. The executive/administrative/managerial category currently shows 44% ethnic diversity, and the total classified staff is 45% diverse.~~

~~The actual number of employees is decreasing in most categories due to economic conditions. Full-time faculty numbers have declined from 121 in 2008/09 to 105 in 2011/12, while adjunct numbers dropped from 280 to 269 in the same period. The administrative/managerial category numbered 22 in 2008/09 and currently is 18. These declines are due to attrition from retirements and resignations and may contribute to fluctuating diversity numbers.~~

Component 11: Analysis of Degree of Underrepresentation and Significant Underrepresentation

CCR Title 5, §53003(c)(7)

~~*Will be completed upon receipt of legally valid availability data from the State Chancellor's Office, per April 9, 2007 letter (Appendix 1) and April 25, 2012 letter (Appendix 2) from the Chancellor's Office.*~~ To the extent data regarding potential job applicants is provided by the State Chancellor, an analysis of the degree to which monitored groups are underrepresented in comparison to their representation in the field or job category in numbers of persons from such groups whom the Chancellor determines to be available and qualified to perform the work required for each such job category and whether or not the underrepresentation is significant will be performed. This component cannot be completed until such time as the State Chancellor's Office provides workforce availability data. At the time that such data is provided, the District will revise this component of the Plan.

Component 12: Methods to Address Underrepresentation

CCR Title 5, §53003(c)(8)

~~Will be completed upon receipt of legally valid availability data from the State Chancellor's Office, per April 9, 2007 letter (Appendix 1) and April 25, 2012 letter (Appendix 2) from the Chancellor's Office. If underrepresentation is identified in Component 11, the District will develop and utilize methods allowed by law to address the underrepresentation.~~

~~Component 13: Additional Steps to Remedy Significant Underrepresentation~~

~~Title 5, §53003(c)(9) and 53006~~

~~Will be completed upon receipt of legally valid availability data from the State Chancellor's Office, per April 9, 2007 letter (Appendix 1) and April 25, 2012 letter (Appendix 2) from the Chancellor's Office.~~

~~The District will ensure equal employment opportunity, which involves creating an environment that fosters cooperation, acceptance, democracy, and free expression of ideas, and that is welcoming to all individuals. In so doing, the district places great emphasis on the recruitment of potential applicants in order to create a diverse pool of qualified individuals from which to hire. With a diverse pool, the District takes steps within the screening/selection process to allow for the hiring of candidates with varied backgrounds who can contribute and effectively communicate in a diverse community.~~

~~This Plan component cannot be completed until such time as the State Chancellor's Office provides workforce availability data referenced in title 5 section 53003(c)(7). At the time such data is provided the District will revise this component of the Plan.~~

Component 1413: Other Additional Measures Necessary to Further Equal Employment Opportunity and the District's Commitment to Diversity

~~CCR Title 5, §53003(c)(109), 53006, 53024.1}~~

The District recognizes that multiple approaches are appropriate to fulfill its mission of ensuring equal employment opportunity and the creation of a diverse workforce. Equal employment opportunity means that all qualified individuals have a full and fair opportunity to compete for hiring and promotion and to enjoy the benefits of employment with the District. Equal employment opportunity should exist at all levels and in all job categories. Ensuring equal employment opportunity also involves creating an environment that fosters cooperation, acceptance, and free expression of ideas and is welcoming to ~~men and women, persons with disabilities, and all~~ individuals ~~from all ethnic and other groups protected from discrimination.~~ To demonstrate the District's on-going, institutional commitment to diversity and equal employment opportunity, Additional additional measures to enhance diversity may include:

- 1) ~~Including g~~ Guest speakers from underrepresented groups who are in leadership positions and who may inspire students and employees alike.

- 2) Highlighting the District's equal employment opportunity and diversity policies in job announcements and in its recruitment, marketing, and other publications.
- 3) Conducting diversity and cultural awareness dialogues, forums, and workshops.
- 4) Ensuring that college/District publications and other marketing tools reflect diversity in pictures, graphics, and text to project an inclusive image.
- 5) Establishing an "Equal Employment Opportunity and Diversity" online presence by posting the District's equal employment opportunity, ADA, nondiscrimination policies including sexual harassment, procedures and programs on the District's website, including contact persons for further information on all of these topics.
- 6) Encouraging and supporting various cultural celebrations on campus.
- 7) Considering multilingualism and knowledge of multiculturalism as a desired, and when appropriate, required skill and qualification for employees.
- ~~8) Including elimination of bias in required training for hiring committees. Conducting exit interviews with employees, who voluntarily separate from the District's employment, maintain and analyze data for patterns impacting monitored groups.~~
- 9) Auditing and maintaining updated job descriptions and job announcements.
- 10) ~~Including the requirement~~ Requiring that applicants for all positions demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students in a manner specific to the position.
- 11) Conveying a commitment to diversity and equal employment opportunity in the District's mission statement.
- 12) ~~Complying with required~~ Providing sexual harassment and discrimination prevention training for ~~supervisors~~ all employees.
- 13) Promptly and thoroughly investigating all complaints of harassment and discrimination, and taking corrective action as warranted.
- 14) Supporting all employees in strengthening their sensitivity to and ability to work effectively with others from diverse backgrounds.

- 15) Attempting to gather information from applicants who decline job interviews or offers to maintain and analyze data.
- 16) Providing training for the Governing Board on the elimination of bias in hiring and employment at least once every election cycle.
- 17) Conducting longitudinal analysis of various employment events by monitored group status such as: hiring, promotion, retention, voluntary resignation, termination, and discipline.
- 18) Providing leadership opportunities with current staff focusing on diversity.

Component 14. Annual Certification to Chancellor's Office

CCR Title 5, §53024.2

Annually the District shall certify to the State Chancellor's Office that it has timely complied with each of the following requirements of Title 5:

- 1). Recorded, reviewed and reported the data required regarding qualified applicants pools;
- 2). Reviewed and updated, as needed, the strategies component of the District's EEO plan;
- 3). Investigated and appropriately responded to formal harassment and discrimination complaints filed pursuant to Title 5 (commencing with section 59300).

Component 15: ~~Goals for Hiring~~ Persons with Disabilities: Accommodations

Title 5, § ~~53003(d)~~, 53025

~~*Goals for persons with disabilities and associated requirements for analysis and action will be completed upon receipt of legally valid availability data from the State Chancellor's Office, per April 9, 2007 letter (Appendix 1) and April 25, 2012 letter (Appendix 2) from the Chancellor's Office.*~~

Reasonable Accommodations

Applicants and employees with disabilities shall receive reasonable accommodations consistent with the requirements of Government Code, sections 11135 et seq. and 12940(m); section 504 of the Rehabilitation Act of 1973; and the Americans with Disabilities Act.

The Office of Human Resources is responsible for administering requests from applicants and employees seeking reasonable accommodations.

Component 16: Graduate Assumption Program of Loans for Education

Education Code 87106

The District will take into account system-wide strategies developed by the Board of Governors to encourage community college students to become qualified for, and seek employment as, community college employees. The District will consider strategies to inform students about the opportunity to participate in the Graduate Assumption Program of Loans for Education (GAPLE), when those programs are funded and available.

~~**Component 1716: Progress In Achieving Full Time To Part Time Faculty Ratio**~~

~~*Education Code 87102 (a)*~~

~~As economic conditions allow, the District will continue efforts to make progress toward achieving 75% of instruction taught by full-time faculty as described in Education Code 87482.6. Required progress is monitored annually through analysis and reporting required by CCR Title 5, 51025. (The statewide report showing required number and actual number is attached as Appendix 31.) To ensure that the principles of equal employment opportunity are followed, the components described in this Plan and required by CCR Title 5, 53021—53024 will be adhered to and included in hiring processes.~~

**CALIFORNIA COMMUNITY COLLEGES
SYSTEM OFFICE**

1102 Q STREET
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(916) 445-8752
<http://www.cccco.edu>



April 9, 2007

TO: ~~_____ Board of Trustees Presidents~~
~~_____ Chief Executive Officers~~
~~_____ Chief Human Resources Officers~~
~~_____ Equal Employment Opportunity Officers~~
~~_____ Community College Attorneys~~
~~_____ Chief Instructional Officers~~
~~_____ Academic Senate Presidents~~
~~_____ Chief Student Services Officers~~

FROM: ~~_____ Steve Bruckman~~
~~_____ Executive Vice Chancellor and General Counsel~~

SUBJECT: ~~_____ District Equal Employment Opportunity (EEO) Plans~~

Synopsis: ~~This memo is a follow up to our June 27, 2006, Dear Colleagues letter which indicated the availability of the Model Equal Employment Opportunity Plan. We had mentioned in that letter a subsequent request for Districts to work on your District's EEO Plan when training on the Model EEO Plan was completed. The training has been completed and we are now requesting Districts to develop and adopt their own EEO Plan pursuant to the attached title 5 section 53003.~~

~~Some of you are aware that the availability data that is used in conjunction with the development of the District EEO Plan is aged and in some cases unavailable. We believe the use of such old data is problematic and have decided to wait until there is more current and updated availability data. However, we do not expect to have the new availability data until May of 2008.~~

~~In the meantime, we are asking Districts to work on those parts of your District's EEO Plan that is not dependent upon the use of the availability data. The parts of the EEO Plan that are **not** dependent upon the use of the availability data are from title 5 section 53003(c)(1)-(6) and (10) or from the attached Model EEO Components numbers one through ten (1-10), fourteen (14), and sixteen (16). Districts should delay work on title 5 section 53003(c)(7)-(9) and (d) or Model~~

~~EEO Components eleven through thirteen (11-13) and fifteen (15) until the updated availability data is distributed to the Districts. Therefore, Districts should be working on title 5 section 53003(c)(1)(6) and (10) or Model EEO Components numbers 1, 10, 14, and 16 of your District's EEO Plan.~~

~~As Districts work on their EEO Plan, we will be providing legal advisories to relevant questions that may arise throughout this process. Below is the list of the major activities and projected target dates for the completion of the EEO Plan Project.~~

List of Activities	Target Dates
1) Evaluate Request for Applications for the Percent of Projected Representation (Availability) Data Project, select grantee, and award grant.	June 2007
2) Work with grantee, key field personnel, and legal staff to propose and recommend updated availability data.	March 2008
3) Work through the Consultation Process.	April 2008
4) Send memo to the field with updated availability data and set due date for District submission of EEO Plans.	May 2008
5) Provide training on updated availability data.	October 2008
6) Districts submit EEO Plans for review and approval.	May 2009*
7) System Office convenes field team to review, evaluate, and return EEO Plans to Districts if corrections are needed. If no corrections are needed, issue an approval.	September 2009
8) Districts resubmit corrected Plans for review and approval.	December 2009

~~*The actual due date to submit District EEO Plans to the System Office will be dependent upon the date the updated availability data is sent to the Districts. Districts will be given 12 months from the date the availability data is sent to the Districts to submit their District EEO Plans.~~

~~The attached PDF and Word format of the Model EEO Plan have been updated. They are the same document except for the first two pages. **Both versions are complete**, however due to formatting problems; there are blank pages and some page numbers are on the bottom and top of the page. We have made the following minor changes to the Model EEO Plans: on the third page of the Plan updated the list of Board and staff names; on page 7 corrected the bolding language; on page 26 deleted the term “ , and small grouped” in footnote #15; on page 33 corrected the ethnic group identification names; on page 43 corrected the reference to footnote #23 in footnote #27; on page 54 corrected the reference to footnote #23; and updated some format issues.~~

~~**Response Requested/Date:** Develop your District-wide written EEO Plan, by working from title 5 section 53003(c)(1)(6) and (10) or from the Model EEO Plan, components numbers 1, 10, 14, and 16. Submit the Governing Board's adopted District-wide written EEO Plan 12 months after the System Office distributes the updated Percent of Projected Representation or Availability Data.~~

~~Contact: Toshio Shikasho by e-mail at tshikash@ccccc.edu or phone number (916) 323-4990.~~

~~**Attachments**~~

~~SB:TS:as~~

~~Cc: Mark Drummond, Chancellor~~

~~Chancellor's Cabinet~~

~~Legal Affairs Division~~

~~Toshio Shikasho, Specialist for EEO~~

~~Arturo Ocampo, Project Director, Model EEO Plan~~