Hartnell Community College District
Equal Employment Opportunity Plan

Approved by the Board of Trustees June 4, 2013
Review Due by June 4, 2016
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(to be developed by advisory committee)
Introduction

The Hartnell Community College District Equal Employment Opportunity Plan (Plan) was adopted by the governing board on June 4, 2013. The Plan reflects the District’s commitment to equal employment opportunity.

It is the District’s belief that taking active and vigorous steps to ensure equal employment opportunity and creating a working and academic environment that is welcoming to all will foster diversity and promote excellence. Indeed, the Board of Trustees, in the fall of 2012, adopted six strategic priorities, and throughout the 2012-13 academic year, the campus mobilized to develop a strategic plan around those priorities. Priority 4 is “employee diversity and development,” and several of the targeted outcomes in that plan are represented in and bolstered by the activities described in this plan’s Component 14.

Both the District’s Strategic Plan and this Plan express our belief that, through an educational experience in an inclusive environment, our students will be better prepared to work 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 the applicable title 5 regulations (§§ 53000 et seq.) and the steps the District shall take in the event of under representation of monitored groups. The Plan contains an analysis of the demographic makeup of the District’s workforce population and an analysis of whether under representation of monitored groups exists. The Plan also includes the requirements for a complaint procedure for non compliance with the title 5 provisions relating to equal employment opportunity programs; complaint procedures for addressing instances of unlawful discrimination; establishment of an Equal Employment Opportunity Advisory Committee; methods to support equal employment opportunity and an environment that is welcoming to all; and procedures for dissemination of the Plan.

To properly serve a growing diverse population, the District 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.

*Willard Clark Lewallen*
Component 2: Definitions

This section contains definitions of key words and phrases used throughout this Plan. These definitions are taken from or conform to definitions found in Title 5 of the California Code of Regulations, § 53001, as well as to state and federal anti-discrimination laws.

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. 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 that justify an exception to the requirements of title 5, §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.

c) Diversity: means a condition of broad inclusion in an employment environment that offers equality and respect for all persons.

d) 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.

e) Equal Employment Opportunity Plan: a written document in which a District’s work force is analyzed and specific plans and procedures are set forth for ensuring equal employment opportunity.

f) Equal Employment Opportunity Programs: all the various methods by which equal employment opportunity is ensured. Such methods include, but are not limited to, using non discriminatory employment practices, actively recruiting, monitoring, and taking additional steps consistent with the requirements of title 5, §53006.

g) Ethnic Minorities: American Indians or Alaskan natives, Asians or Pacific Islanders, Blacks/African-Americans, and Hispanics/Latinos.

f) Ethnic Group Identification: means an individual’s identification in one or more of the ethnic groups reported to the Chancellor pursuant to title 5, §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 work force and the availability of persons with
disabilities who are qualified to perform a particular job. Goals are not “quotas” or rigid proportions.

i) **In-house or Promotional Only Hiring:** means that only existing District employees are allowed to apply for a position.

j) **Monitored Group:** means those groups identified in title 5, §53004(b) for which monitoring and reporting is required pursuant to title 5, §53004(a).

k) **Person with a Disability:** any person who (1) has a physical or mental impairment as defined in Government Code, §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) **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 title 5, §53025.

n) **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.

o) **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 title 5, §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 Hartnell Community College District is committed to the principles of equal employment opportunity and will implement a comprehensive program to put 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, and are not subjected to discrimination in any program or activity of the District on the basis of ethnic group identification, race, color, national origin, religion, age, sex, disability, ancestry, sexual orientation, marital status, veteran status, medical condition, 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 to ensure the District provides an inclusive educational and employment environment. Such an environment 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) and 53020

It is the goal of the Hartnell 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 prompt 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

The governing board delegates to the 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 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 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 Terri-Jean Pyer, Associate Vice President of Human Resources and Equal Employment Opportunity, 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, §§ 53000 et seq. The equal employment opportunity officer is also responsible for receiving complaints described in Plan Component 6 and for ensuring that applicant pools and selection procedures are properly monitored.

4. Equal Employment Opportunity Advisory Committee

The District has established and will maintain an Equal Employment Opportunity Advisory Committee 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 Committees 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.
5. **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.

6. **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 to assist the District in implementing its Plan. The committee may also assist in promoting an understanding and support of equal opportunity and non discrimination policies and procedures. The committee may sponsor events, training, or other activities that promote equal employment opportunity, non discrimination, retention, and diversity. The equal employment opportunity officer shall train the advisory committee on equal employment compliance and the Plan itself. 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.

Committee meetings will be open to all who desire to make a contribution toward the District’s goal of enhancing diversity. The committee must have at least two (2) classified, two (2) faculty, and one (1) administrative (manager, supervisor, or confidential) staff member, in addition to the EEO Officer, who shall co-chair the committee. A co-chair shall be elected from the other members of the committee. The committee also may have up to two (2) students and two (2) community members. Community representatives, who shall be appointed by the superintendent/president, shall represent organizations that have a priority interest in equal employment opportunity and the fair treatment of all. The membership of the committee shall be at least six (6) and not more than fifteen (15) members. A quorum is half of current members of the committee. The Equal Employment Opportunity Advisory Committee shall hold a minimum of four (4) meetings per fiscal year, with additional meetings if needed to review EEO and diversity efforts, programs, policies, and progress. When appropriate, the advisory committee shall make recommendations to the governing board, the chief executive officer, and the equal employment opportunity officer.
Component 6: Complaints

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


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 regarding examinations or interviews must be filed in writing with the Director of Human Resources and Equal Employment Opportunity immediately upon completion of the examination or interview and prior to the notification of results.

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 title 5, §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 or she made previous reasonable, but unsuccessful, efforts to resolve the alleged violation at the college and/or District level using the process provided by title 5, §53026. (See California Community Colleges Chancellor’s Office Guidelines for Minimum Conditions Complaints at:


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 officer. If the complaint involves the equal employment opportunity officer, the complaint may be
filed with the chief executive officer. 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 officer will forward copies of all written complaints to the Chancellor’s
Office upon receipt.

In the event that a complaint filed under title 5 §53026 alleges unlawful
discrimination, it will be processed according to the requirements of title 5 §§ 59300
et seq.

2) Complaints Alleging Unlawful Discrimination or Harassment (title 5, §§ 59300 et
seq.)

The District has adopted procedures for complaints alleging unlawful discrimination
or harassment. The Associate Vice President of Human Resources and Equal
Employment Opportunity is responsible for receiving such complaints and for
coordinating their investigation. The District’s discrimination and sexual harassment
complaint procedures are on the Human Resources website.
Component 7: Notification to District Employees

CCR title 5, § 53003(c)(3)

The commitment of the governing board and the chief executive officer 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 included 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, administrators, the academic and classified senate leadership, union representatives, and members of the District Equal Employment Opportunity Advisory Committee. The Plan will be available on the District website, hard copies will be available at the District’s Human Resources Office and the Library, and when appropriate, may be distributed by e-mail. Every year, all employees will be sent a notice of the District’s policy concerning equal employment opportunity and the locations of the Plan. The Human Resources Department will provide all new employees with a copy of the written notice described above when they commence their employment with the District. The annual notice will contain the following provisions:

1) The importance of the employee’s participation and responsibility in ensuring the Plan’s implementation.

2) The location(s) where complete copies of the Plan are available, including in the Library, on the District internet site, and the Office of Human Resources.
Component 8: Training for Screening/Selection Committees

CCR title 5, § 53003(c)(4)

Any organization or individual, whether or not an employee of the District, who is involved in the recruitment and screening or selection of personnel shall receive appropriate training on the requirements of the title 5 regulations on equal employment opportunity (§§ 53000 et. seq.); the requirements of federal and state non discrimination laws; the requirements of the District’s Equal Employment Opportunity Plan; the District’s policies on non discrimination, recruitment, and hiring; principles of diversity and cultural proficiency; the value of a diverse workforce; and recognizing bias. Persons serving in the above capacities will be required to receive training within the 24 months prior to service. This training is mandatory; individuals who have not received this training will not be allowed to serve on screening/selection committees. The Equal Employment Opportunity Office 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)

The equal employment opportunity officer will provide annual written notice to appropriate community-based and professional organizations concerning the Plan. The notice will inform these organizations that they may obtain a copy of the Plan, and shall solicit their assistance in identifying diverse qualified candidates. The notice will include a summary of the Plan. The notice also will include the web address where the District advertises its job openings, and the name and phone number of the individual to contact to obtain employment information.

Annually, the equal employment opportunity advisory committee will review the list of community organizations and revise or amend the list as appropriate.
Component 10: Analysis of District Workforce and Applicant Pool

CCR title 5, § 53003(c)(6)

The Human Resources Department will annually survey 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 under represented. Monitored groups are men, women, American Indians or 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. 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
3) Professional Non-faculty
4) Secretarial/Clerical
5) Technical and Paraprofessional
6) Skilled Crafts
7) Service and Maintenance

Charts containing the District’s workforce and applicant pool data for 2010 through 2012 are contained in Appendix B. An analysis of the most recent data follows.

District Workforce Analysis

The District’s overall workforce is fairly well gender-balanced, with a slightly larger percentage of female employees (52%) than male employees (48%). The gender distribution of executive/managerial employees matches exactly that of the overall workforce. The gender distribution of full-time (55% female; 45% male) and part-time (44% female, 56% male) faculty is also fairly equal. The classified workforce shows the
most deviation from a gender balanced workforce overall, with a 60% female population for the entire group. Within the subcategories of the classified service, the disparity is wider: 83% of the clerical staff and 90% of the professional staff are female, and 100% of the skilled craft and 79% of service and maintenance employees are male.

Monitored ethnic groups represent at least 46% of the District’s regular employee population.* Monitored ethnic groups represent 80% of the classified service, 41% of the executive/managerial group, and 33% of the faculty (both full-time and part-time). Despite its increased efforts to recruit more diverse faculty members that percentage has held fairly steady for the last three years.

The District met its full-time faculty obligation number last year, and intends to continue to meet this number while adhering to principles of equal employment opportunity. Indeed, this spring, the District is on track to hire at least eight additional full-time faculty members. The coincidence of a down economy and two hugely successful Golden Handshake offers in 2004 and 2009, whereby the District’s verification of cost savings depended on not replacing all the departing faculty members, challenged the District’s ability to meet the obligation in two of the last 10 years.

* We say “at least” because the ethnicity for some small percentage of employees is unknown.

**Analysis of Applicant Pools**

With the exception of adjunct faculty, for whom the District often does continual hiring to maintain applicant pools, the District conducted 20 or fewer recruitments in each of the last three years.

The gender distribution of the District’s total applicant pools in 2012 was 37% male and 58% female (several applicants declined to state). In the 2012 recruitments, with 11% of applicants declining to state their ethnicity, monitored ethnic groups represented 58% of applicants overall. The monitored groups represented 49% of the applicants in the executive/managerial group, 23% of the applicants for full-time faculty (three hires), and 65% of the applicants for the classified service. The District continues its efforts to broaden the faculty applicant pool to attract more diverse candidates.
Component 11: Analysis of Degree of Underrepresentation and Significant Underrepresentation

CCR title 5, § 53003(c) (7)]

The District will complete this section upon receipt of legally valid availability data from the Chancellor’s Office, per April 9, 2007, letter from the Chancellor’s Office (Appendix A).

Component 12: Methods to Address Underrepresentation

CCR title 5, § 53003(c) (8)]

The District will complete this section upon receipt of legally valid availability data from the Chancellor’s Office, per April 9, 2007, letter from the Chancellor’s Office (Appendix A).

Component 13: Additional Steps to Remedy Significant Underrepresentation

CCR title 5, § 53003(c) (9) and 53006

The District will complete this section upon receipt of legally valid availability data from the Chancellor’s Office, per April 9, 2007, letter from the Chancellor’s Office (Appendix A).
Component 14: Other Measures Necessary to Further Equal Employment Opportunity

CCR title 5, § 53003(c) (10)

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, 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.

The District will create and implement a program to enhance diversity that may include the following, among other, measures:

1. Sponsor cultural events and speakers on issues dealing with diversity, including guest speakers from underrepresented groups who are in leadership positions and who may inspire students and employees alike.
2. Explore how to infuse diversity into the classroom and curriculum, and into the fabric of the college culture.
3. Promote the concept of cultural proficiency among District employees and students.
4. Promote learning opportunities and personal growth in the area of diversity.
5. Evaluate how the physical environment can be responsive to the college’s diverse employee and student populations.
6. Conduct campus climate studies to identify hidden barriers.
7. Highlight the District’s equal employment opportunity and diversity policies in job announcements, recruitment, marketing, and other publications, and ensure that District publications and other marketing tools reflect diversity in pictures, graphics, and text to project an inclusive image.
8. Conduct diversity dialogues, forums, and cross-cultural workshops, and make diversity instructional tools available to faculty to use in their classes or their services to students.
9. Establish an equal employment opportunity and diversity online presence by highlighting the District’s diversity and equal employment opportunity, ADA, sexual harassment and non discrimination policies, procedures, and programs on the District’s website. The website also will list contact persons for further information on all of these topics.
10. Encourage various cultural celebrations on campus.

11. Consider multilingualism and knowledge of multiculturalism as a desired, and when appropriate, required skill and qualification for employees.

12. Develop leadership opportunities with current staff focusing on diversity.

13. Ensure all staff, especially top administrative staff, understand and support diversity objectives on campus.
Component 15: Persons with Disabilities: Accommodations and Goals for Hiring

CCR- title 5, § 53003(d), 53025

Goals for persons with disabilities and associated requirements for analysis and action will be completed by the District upon receipt of legally valid availability data from the Chancellor’s Office, per April 9, 2007, letter from the Chancellor’s Office (Appendix 1).

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.
Component 16: Graduate Assumption Program of Loans for Education

*Education Code §§ 87106, 69618 et seq.*

The District will encourage community college students to become qualified for, and seek employment as, community college employees. The District shall research and inform students about programs that may assist them to complete their graduate studies and become community college employees. The District will post informational flyers on the campuses concerning such programs, and make information available in student newspapers, the course catalog, and in locations accessible to students, including but not limited to, Counseling, Financial Aid, Admissions and Records, the Bookstore, and the Student Center. Efforts will be made to inform graduate students in local colleges and universities about the benefits of employment at a community college.
Appendix A:

Letter from Chancellor’s Office, April 9, 2007
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 Plan 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 Plan 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.

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

*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@cccco.edu or phone number (916) 323-4990.

Attachments

SB:TS:as

Ce: Mark Drummond, Chancellor
    Chancellor’s Cabinet
    Legal Affairs Division
    Toshio Shikasho, Specialist for EEO
    Arturo Ocampo, Project Director, Model EEO Plan
Appendix B:

District’s Workforce and Applicant Pool Data
### EMPLOYEES - 2012

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<thead>
<tr>
<th></th>
<th>M</th>
<th>% M</th>
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<th>% F</th>
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<th>Other</th>
<th>% Other</th>
<th>Unk</th>
<th>% Unk</th>
<th>Total</th>
</tr>
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<tbody>
<tr>
<td><strong>CLERICAL</strong></td>
<td>8</td>
<td>17%</td>
<td>40</td>
<td>83%</td>
<td>36</td>
<td>75%</td>
<td>6</td>
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EXECUTIVE/ADMINISTRATIVE/MANAGERIAL WORKFORCE - 2012

Male 13
Female 14

Hispanic 7
White 14
Black 0
Asian 4
Other 1
Unknown 1
CLASSIFIED WORKFORCE - 2012

- **Male**: 48
- **Female**: 82

- **Hispanic**: 82
- **White**: 25
- **Black**: 7
- **Asian**: 16
- **Other**: 0
- **Unknown**: 0
FULL-TIME FACULTY - 2012

Male 41
Female 51

Hispanic 18
White 59
Black 4
Asian 8
Other 2
Unknown 1
ADJUNCT INSTRUCTORS - 2012

Male: 114
Female: 91
Hispanic: 44
White: 133
Black: 5
Asian: 19
Other: 3
Unknown: 1
### Applicants - 2012

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TOTAL APPLICANTS - 2012

- **MALE**: 113
- **FEMALE**: 220
- **UNKNOWN**: 17

- **Hispanic**: 179
- **White**: 73
- **Black**: 14
- **Asian**: 16
- **Filipino**: 20
- **Other**: 12
- **Unknown**: 36
TOTAL APPLICANTS - EXECUTIVE/MANAGERIAL - 2012

- MALE: 36
- FEMALE: 39
- UNKNOWN: 4

- Hispanic: 23
- White: 31
- Black: 7
- Asian: 5
- Filipino: 4
- Other: 0
- Unknown: 9
**APPLICANTS - CLASSIFIED - 2012**

**MALE** 113
**FEMALE** 220
**UNKNOWN** 17

**Hispanic** 179
**White** 73
**Black** 14
**Asian** 16
**Filipino** 20
**Other** 12
**Unknown** 36
FULL-TIME FACULTY APPLICANTS - 2012

- Male: 28
- Female: 19
- Unknown: 0

- Hispanic: 3
- White: 29
- Black: 2
- Asian: 5
- Filipino: 1
- Other: 0
- Unknown: 7
# EMPLOYEES - 2011

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Appendix C

[to be created by Advisory committee and appended to report in fall 2013]