

Executive Summary Equal Employment Opportunity (EEO) Plan

The California Legislature and the State Board of Governors of the California Community Colleges strongly support the concept of equal employment opportunity in the employment practices of the California Community College system. In accordance with state law, every California community college district is required to have a Board of Trustees - approved Equal Employment Opportunity (EEO) Plan on file with the Chancellor of the California Community Colleges (State Chancellor). Many of the legal requirements related to EEO Plans are contained in Title 5 regulations adopted by the State Board of Governors. These Title 5 regulations form a basic strategy for ensuring equal employment opportunity.

The Sonoma County Junior College District (District) fully embraces the concept of equal employment opportunity in its employment practices. The District has developed an EEO Plan to outline its commitment to equal employment opportunity and diversity. The District includes a copy of the state EEO regulations that address equal employment opportunity in its Plan to verify its commitments and to make the basic state requirements readily available to all.

The District's Plan is generally based on a "Model Plan" that was updated by the State Chancellor's Office in 2007, with adjustments necessary to comply with state regulatory changes that have occurred since 2007. The actual ways and methods in which the Plan is customized and made relevant to SRJC have been further developed and refined with the Equal Employment Opportunity Advisory Committee and other constituent groups.

REVISE TOC AS NEEDED UPON COMPLETION OF REVIEW

Table of Contents

Component 1	Introduction - Message from the Superintendent/President
Component 2	Definitions
Component 3	Policy Statement
* Component 4	Delegation of Responsibility, Authority and Compliance
Component 5	Equal Employment Opportunity Advisory Committee (Title 5, section 53005)
* Component 6	Equal Employment Opportunity Complaints
* Component 7	Notification to District Employees
* Component 8	Training for Screening/Selection Committees
* Component 9	Annual Written Notice to Community Organizations
* Component 10	Analysis of Applicant Pool and District Workforce
* Component 11	Supporting Effective Hiring Processes
* Component 12	Indicators of Institutional Commitment to Diversity
* Component 13	Additional Steps to Remedy Underrepresentation
* Component 14	Persons with Disabilities Accommodations

* **Components required by Title 5. All other components are optional and not included at this time, with the exception of Component 1.**

Appendix A – Current Workforce Demographics

Appendix B – Relevant Title 5 Regulations

Plan Component 1: *Introduction - Message from the Superintendent/President*

In our effort to make SRJC the best community college in the country, we recognize that there is no excellence without diversity. Our recently adopted SRJC Strategic Plan highlighted diversity as one of our core values, and serving our diverse communities as one of our eight goals. Embracing diversity means valuing the talents, energies, creativity and challenges that come with a diverse workforce.

One official purpose of an Equal Employment Opportunity Plan is to outline our legal obligation. Even more important, this plan represents our moral responsibility to employ a quality and qualified, diverse workforce.

Who among us can claim complete freedom from preconceptions, resistance and judgments of others? These are often based on old and unconscious teachings. Yet as an educational institution, we believe strongly in the possibility of learning and of change. The commitment we each take to examine ourselves will form the solid foundation for moving SRJC forward significantly in building a vibrantly diverse workforce.

With the retirement of a large number of our colleagues, we have a unique opportunity to attract, hire and retain this new workforce. I am committed to providing the professional development opportunities, training in cultural competencies, and more that will help release us from our own biases and prejudices.

The Plan's immediate focus is equal employment opportunity in our recruitment and hiring policies and practices pursuant to the applicable Title 5 regulations, as well as the steps the District will take when we find underrepresented monitored groups. It also contains analysis of the demographic makeup of the District's workforce population, complaint procedures, establishment of an Equal Employment Opportunity Advisory Committee and other relevant information.

I urge you to read this important document, and take it to heart. As we all embrace and celebrate our differences, we will see that we are creating meaningful, positive changes in our wonderful College.

Dr. Frank Chong
Superintendent/President

Plan Component 2: *Definitions*

Definitions pertinent to this Plan are included in the attached Appendix A under Title 5, section 53001¹.

Plan Component 3: *Policy Statement*

Policy # _____.

It is the policy of the Sonoma County Junior College District to prohibit illegal discrimination and to promote equal employment through a continuing equal employment opportunity program. For purposes of this policy, “equal employment opportunity” means that all qualified individuals have a full and fair opportunity to compete for hiring and promotion and fully enjoy the benefits of employment by the District.” (See EC 87101(a).)

The Superintendent/President shall develop an equal employment opportunity program that outlines various methods by which equal employment opportunity is ensured. (See EC 87101(c).) The program shall highlight the value of diversity as a condition of broad inclusion in the employment environment that offers equal employment opportunity for all persons. (See Title 5, section 53001(b).) Part of the program shall be the development and ongoing review of an Equal Employment Opportunity Plan which shall include procedures for achieving equal employment opportunity. The EEO Plan shall be adopted by the Board of Trustees and submitted to the Chancellor of the California Community Colleges in accordance with law. (See Title 5, section 53003.) The EEO Plan shall be reviewed at least once every three years and revised as determined necessary by the Superintendent/President. (Title 5, section 53003(b).)

Plan Component 4: *Delegation of Responsibility, Authority and Compliance*

[Plan Requirement - Title 5, §§ 53003(c)(1) and 53020]

It is the goal of the Sonoma County Junior 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.

Board of Trustees

The Board of Trustees of the Sonoma County Junior College District is ultimately responsible for the implementation of the District’s Plan at all levels of District operation, and for ensuring equal employment opportunity as described in the Plan.

¹ Definitions included in Appendix A are for the following terms: “adverse impact,” “diversity,” “equal employment opportunity,” “equal employment opportunity plan,” “equal employment opportunity programs,” “ethnic group identification,” “in-house or promotional only hiring,” “monitored group,” “person with a disability,” “reasonable accommodation,” “screening or selection procedure,” and “significantly underrepresented group.” This listing may be changed to reflect revisions in regulatory language or to add definitions without the need for formal revision to this EEO Plan.

Superintendent/President

The Board of Trustees delegates to the Superintendent/President the responsibility for ongoing implementation of the Plan and for providing leadership in supporting the District's equal employment opportunity policy and procedures.

Equal Employment Opportunity Officer

The District has designated the Vice President of Human Resources as the person who is responsible for the day-to-day implementation of the Plan. The Vice President of Human Resources is responsible for administering, implementing and monitoring the Plan and for assuring compliance with the requirements of Title 5, sections 53000 et seq. The Vice President of Human Resources is also responsible for receiving complaints alleging that state equal employment opportunity regulations have been violated and for ensuring that applicant pools and selection procedures are properly monitored.

Equal Employment Opportunity Advisory Committee (EEOAC)

The District shall establish and maintain an Equal Employment Opportunity Advisory Committee (EEOAC) to act as an advisory body to the Vice President of Human Resources and to assist the District as a whole to promote understanding and support of equal employment opportunity and diversity efforts. The Equal Employment Opportunity Advisory Committee shall assist in the development and implementation of the Plan in compliance with state regulations and guidelines, and provide recommendations for Plan revisions as appropriate.

Agents of the District

Any organization or individual, whether or not an employee of the District, who acts on behalf of the Board of Trustees with regard to the recruitment and screening of personnel, is an agent of the District and is subject to all the requirements of applicable law regarding nondiscrimination and equal employment opportunity and of this Plan.

Good Faith Effort

The District shall make a continuous good faith effort to comply with all the requirements of its Plan. (Title 5, section 53003(e).)

Plan Component 5: Equal Employment Opportunity Advisory Committee (Title 5, section 53005.)

The District has established an Equal Employment Opportunity Advisory Committee (EEOAC) to assist the District in developing and implementing the EEO Plan.

The EEOAC shall include a diverse membership whenever possible. To assist

EEOAC members with their responsibilities, committee members shall receive training in nondiscrimination laws, the identification and elimination of bias in hiring, the educational benefits of workforce diversity, and the role of the EEOAC in carrying out the Plan.

The EEOAC is an advisory body to the Vice President of Human Resources and is encouraged to recommend to the Vice President possible strategies for promoting the District's commitment to diversity and equal employment opportunity.

Plan Component 6: *Equal Employment Opportunity Complaints*
[Plan Requirement - Title 5, §§ 53003(c)(2), 53026 and 59300 et seq.]

1) Complaints Alleging Violation of the Equal Employment Opportunity Regulations (Title 5, Section 53026).

The District shall permit any person to file a complaint alleging that the District has violated the requirements of the Title 5 equal employment opportunity regulations.

- A. Any person who believes that the District has violated the equal employment opportunity regulations set out in Title 5 of the California Code of Regulations, sections 51010 and 53000 et seq. and included in Appendix A to this Plan may file a written complaint describing in detail the alleged violation to the Vice President of Human Resources.
- B. 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.
- C. Complaints involving current District hiring processes must be filed no later than 5 calendar days after the occurrence of an alleged violation.
- D. Complaints alleging violations that do not involve current District hiring processes must be filed no later than 30 calendar days of the alleged violation or no later than 30 calendar days of the date a complainant knew or should have known of the facts of an alleged violation.
- E. The District may return without action any complaints that are inadequate because they do not allege a clear violation of the EEO regulations. All returned complaints must include a District statement of the reason for returning the complaint without action.
- F. 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 Superintendent/President. The Vice President of Human Resources will forward copies of all written complaints to the State Chancellor's Office upon

receipt. A written determination on all accepted complaints will be issued to the complainant within ninety (90) days of the filing of the complaint. The determination shall include a finding as to whether there is probable cause to believe the alleged violation occurred, and a statement of any remedial action related to a violation. The District may extend the timeline for providing its determination if such extension supports the investigation or resolution of a complaint. The complainant shall be notified of the District's extension.

G. A complainant may not appeal the District's determination of an EEO complaint.

2) **Complaints Alleging Unlawful Discrimination or Harassment (Title 5, Section 59300 et seq.)** The District has adopted procedures for complaints alleging unlawful discrimination or harassment. The Vice President of Human Resources is responsible for receiving such complaints and for coordinating their investigation. Complaints of a violation of state equal employment opportunity regulations that also allege unlawful discrimination shall be processed as discrimination complaints by the District.

Plan Component 7: Notification to District Employees

[Plan Requirement - Title 5, § 53003(c)(3)]

The Equal Employment Opportunity Officer will provide annual written notice to all District employees of the provisions of this Plan and the District's policy statement setting forth the District's commitment to its equal employment opportunity program. In addition, a description of the Plan and the policy statement will be included in the orientation materials provided to newly hired District employees.

Plan Component 8: Training for Screening/Selection Committees

[Plan Requirement - Title 5, § 53003(c)(4)]

The Vice President of Human Resources, or designee, shall provide training for persons who participate on screening/selection committees prior to their participation.

The training shall include, but need not be limited to:

1. The requirements of Title 5 EEO regulations and of state and federal nondiscrimination laws;
2. The educational benefits of workforce diversity;
3. The elimination of bias in hiring decisions; and
4. Best practices in serving on a selection or screening committee.

Plan Component 9: Annual Written Notice to Community Organizations

[Plan Requirement - Title 5, § 53003(c)(5)]

The Equal Employment Opportunity Officer will provide annual written notice to community-based and professional organizations through mailings and/or electronic communications. The notice will inform these organizations of the District's commitment to equal employment opportunity and diversity, that they may obtain a copy of the District's EEO Plan including easy access to the Plan through the District's webpage, and shall solicit their assistance in identifying diverse qualified candidates for possible District employment.

The District will also actively seek to reach other institutions, organizations, and agencies that may be recruitment sources of qualified candidates for possible District employment.

Plan Component 10: *Analysis of Applicant Pool and District Workforce*²
[Plan Requirement - Title 5, § 53003(c)(6)]

The Human Resources Department shall recruit broadly for vacant District positions in accordance with state regulatory requirements using measures that can reasonably be expected to attract a broad representation of candidates for potential District employment. Each applicant for employment will be provided with the opportunity to identify on a confidential basis his or her gender, ethnic group identification, and disability, if applicable. This information will be kept confidential and will be separated from applications that are forwarded to the screening/selection committees and hiring administrator(s).

Applicant data that are collected shall be reviewed in an effort to assess whether recruitment efforts are resulting in diverse applicant pools. Additionally, data will be analyzed over time and multiple job searches in an effort to assess whether movement from initial applicant pools to further consideration for employment appears to be disproportionate in terms of gender, ethnic group, or disability.

Appendix B describes applicant data collected during hiring processes for vacant District positions. To the extent that the State Chancellor provides data to the District regarding the availability of potential job applicants by gender, ethnic group, and/or disability, the District will assess whether its applicant pools indicate significant underrepresentation in projected applicant representation for that group.

The Human Resources Department will annually update the District's workforce composition data to evaluate the District's progress in implementing the EEO Plan and to provide data needed for the reports on monitored groups required by this EEO Plan. Monitored groups

² The State Chancellor is responsible for providing districts with "availability data" that project the number of persons who are qualified and available for employment based on gender, ethnic group, and disability status. Such data would allow the District to assess its recruitment efforts and its employee demographics in comparison with the availability data. Unfortunately, the State Chancellor has advised districts that it has been unable to provide any availability data. This lack of availability data restricts the District's ability to analyze its equal employment opportunity efforts.

The Human Resources will continue to monitor the State Chancellor's progress in providing availability data and will incorporate such data in its review of applicant and employment demographics when and if such data are provided by the State Chancellor.

include:

- Men;
- Women;
- American Indians or Alaska Natives;
- Asians or Pacific Islanders;
- Blacks/African-Americans;
- Hispanics/Latinos;
- Caucasians; and
- Persons with disabilities.

Each employee will be afforded the opportunity to voluntarily identify his or her gender, ethnic group identification and, if applicable, his or her disability.

Persons may designate as many ethnicities as they identify with, but shall be counted in only one ethnic group for data reporting purposes. The District will annually report to the Chancellor's Office the results of its annual survey of employees. Current staff shall be identified as belonging to one 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; and
- 7) Service and Maintenance

Appendix C identifies the District's current workforce by gender, ethnicity, and disability.

The District recognizes that its ability to gather accurate data regarding applicants and employees depends on the willingness of applicants and employees to provide accurate data to the District on a voluntary basis. Although the District cannot verify the accuracy of data it receives through the voluntary disclosures of applicants and employees, the District strives to ensure that all of its employment processes are free from improper bias and consistent with equal employment principles.

The District shall use the applicant data it gathers over multiple job searches and employee data from annual assessments of employee demographics to review whether monitored groups appear to be recruited, hired, retained and promoted consistent with availability data provided by the State Chancellor, or in the absence of such availability data, consistent with equal employment opportunity principles.

The Human Resources Office shall undertake a review of such data on an on-going 4-year cycle commencing with the 2018-2019 college year.

Plan Component 11: *Supporting Effective Hiring Processes*

The District is committed to encouraging the participation of a wide diversity of applicants for its vacant positions and actively recruits from both within and outside its workforce to attract applicants. The District designs its screening processes to ensure that meaningful consideration is given to the extent that applicants demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students. The District monitors its screening processes to ensure that screening considerations are based only on job-related criteria and to avoid a disproportionate negative impact on monitored groups. Should screening processes indicate circumstances that are inconsistent with the requirements of applicable nondiscrimination and equal employment opportunity laws, the Vice President of Human Resources is authorized to undertake and/or recommend corrective action.

Plan Component 12: *Indicators of Institutional Commitment to Diversity*
[Plan Requirement - Title 5, § 53003(c)(9)]

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 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 all individuals.

INDICATORS OF INSTITUTIONAL COMMITMENT TO DIVERSITY TO BE ADDED
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Section 53024.1 indicators are:

- (a) The district conducts surveys of campus climate on a regular basis, and implements concrete measures that utilize the information drawn from the surveys.*
- (b) The district conducts exit interviews with employees who voluntarily leave the district, maintains a data base of exit interviews, analyzes the data for patterns impacting particular monitored groups, and implements concrete measures that utilize this information.*
- (c) The district provides training on elimination of bias in hiring and employment.*
- (d) The district provides cultural awareness training to members of the campus community.*
- (e) The district maintains a variety of programs to support newly-hired employees such as mentoring, professional development, and leadership opportunities.*

(f) The district has audited and/or maintains updated job descriptions and/or job announcements.

(g) The district's board of trustees receives training on the elimination of bias in hiring and employment at least once every election cycle.

(h) The district timely and thoroughly investigates all complaints filed under this chapter, and all harassment and discrimination complaints filed under subchapter 5 (commencing with section 59300) of chapter 10 of this division, and takes appropriate corrective action in all instances where a violation is found.

(i) The district timely complies with the requirements of Government Code section 12950.1 (Stats. 2004, ch. 933 [AB1825]), and includes all forms of harassment and discrimination in the training.

(j) The district's publications and website convey its diversity and commitment to equal employment opportunity.

(k) The district's mission statement conveys its commitment to diversity and inclusion, and recognition that a diverse and inclusive workforce promotes its educational goals and values.

(l) The district's hiring procedures require applicants for all positions to demonstrate 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.

(m) District staff members serve as resources, consultants, mentors and/or leaders to colleagues at other districts in the areas of EEO and diversity enhancement.

(n) The district maintains updated curricula, texts, and/or course descriptions to expand the global perspective of the particular course, readings or discipline.

(o) The district addresses issues of inclusion/exclusion in a transparent and collaborative fashion.

(p) The district attempts to gather information from applicants who decline job offers to find out why, records this information, and utilizes it.

(q) The district conducts longitudinal analysis of various employment events by monitored group status such as: hiring, promotion, retention, voluntary resignation, termination, and discipline.

The District's diversity program includes sponsoring cultural events and speakers on issues dealing with diversity, infusing diversity into the classroom and curriculum, promoting cultural proficiency, integrating diversity issues into the evaluation of employees, providing learning

opportunities and personal growth in the area of diversity, and making the physical environment responsive to the diverse employee and student populations.

The District will encourage community college students to become qualified as, and seek employment as, community college employees.

The District provides, as appropriate, a faculty internship program and reaches out to students who are qualified to participate in the program.

Plan Component 13: *Additional Steps to Remedy Underrepresentation*

[Plan Requirement - Title 5, § 53003(c)(8) and 53006]

In the absence of availability data from the State Chancellor's Office, the District will utilize its periodic, longitudinal analyses to assess whether members of monitored groups are disproportionately represented in employment processes. The District shall determine whether disproportionate representation of a monitored group may be the result of non-job related factors and shall implement measures described in Title 5, section 53006 to ensure equal employment opportunity.

The District will continue to implement its equal opportunity, hiring, recruitment, and promotional policies and procedures in accordance with Equal Employment Opportunity regulations.

Plan Component 14: *Persons with Disabilities: Accommodations*

[Title 5, § 53025]

Reasonable Accommodations. Applicants and employees with disabilities shall receive reasonable accommodations consistent with the requirements of applicable state and federal laws protecting persons with disabilities. Such accommodations may include, but are not limited to, accommodations to assist applicants with disabilities participate in hiring processes, job site modifications, job restructuring, part-time work schedules, flexible scheduling, reassignment to a reasonably equivalent vacant position, adaptive equipment, and auxiliary aides such as readers, interpreters, and note takers. The Vice President of Human Resources, or designee is responsible for handling requests for accommodations from current employees. The Office of Human Resources is responsible for handling requests from applicants seeking such accommodations during the application process.