



North Orange County Community College District



Equal Employment Opportunity Plan 2016-2019

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The North Orange County Community College District Equal Employment Opportunity Plan

I. Introduction

I am pleased to present the North Orange County Community College District's Equal Employment Opportunity "EEO" Plan for 2016-2019. This updated EEO Plan reflects the District's ongoing commitment to equal employment opportunity and nondiscrimination in employment consistent with Board Policy 7100, *Commitment to Equal Employment Opportunity and Diversity*. It further reflects the District's commitment to utilize lawful EEO practices to develop and sustain a diverse, highly qualified workforce by recognizing and acting on the following:

- That a diverse academic environment supports the mission of NOCCCD and the California community college system to prepare students for success in a diverse and global society;
- That a diverse workforce has greater capacity for creativity and service to a diverse student body;
- That diversity will be promoted through lawful, nondiscriminatory measures under which the District seeks to attract the most qualified candidates at every level;
- That successful implementation of EEO strategies requires sustained, institutional commitment; action; and accountability.

The NOCCCD has a keen understanding that it is imperative for student success to ensure that all faculty and staff have the sound ability to positively impact our diverse students and provide equitable instruction and support to achieve their academic and personal endeavors.

As Interim Chancellor, I am committed to the successful implementation of this EEO Plan and overseeing the sustained, institutional effort necessary for its success.

Fred Williams
Interim Chancellor
North Orange County Community College District

II. Definitions

[Reference – Title 5, Sec. 53001 and 53021]

- 1) *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 protected from discrimination pursuant to Government Code section 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.
- 2) *Chancellor's Office*: California Community College's Chancellor's Office.
- 3) *Diversity*: A condition of broad inclusion in an employment environment that offers 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.
- 4) *Equal Employment Opportunity*: A workplace where 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, including in the seven job categories identified in the Title 5 regulations, namely: 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:
 - Identifying and eliminating barriers to employment that are not job related; and
 - Creating an environment which is welcoming to all groups protected from discrimination pursuant to Government Code section 12940.
- 5) *Equal Employment Opportunity Plan*: A written document that provides the guidelines for how a District's workforce will be analyzed and specific plans and procedures for promoting equal employment opportunity.
- 6) *Equal Employment Opportunity Programs*: All the various methods by which EEO is promoted. Such methods include, but are not limited to, using nondiscriminatory employment practices, actively recruiting, monitoring and taking additional steps consistent with the requirements of Title 5, Section 53006.
- 7) *Ethnic Group Identification*: An individual's identification in one or more of the ethnic groups reported to the Chancellor pursuant to section 53004. These groups may be more specifically defined by the Chancellor consistent with state and federal law.

- 8) *In-house or Promotional Only Hiring:* Only existing District employees are allowed to apply for a position.
- 9) *Monitored Group:* A group identified in Title 5, section 53004(b) for which monitoring and reporting is required pursuant to Section 53004(a).
- 10) *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.
- 11) *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. Note: At time of adoption, the State Chancellor's Office has concluded that it lacks sufficiently reliable availability data to make such determinations.
- 12) *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.
- 13) *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. (See note in *Projected Representation*).

III. Policy Statement

North Orange County Community College District
(*Education Code Sections 87100 et seq; Title 5 Sections 53000 et seq.*)

The North Orange County Community College District is committed to equal employment opportunity principles and practices. This comprehensive Equal Employment Opportunity Plan is adopted and implemented to ensure the application of equal employment opportunity principles that conform to federal and state laws. The District is also committed to principles of diversity and inclusion which are fundamental elements of higher education to ensure equity, retention and success.

As reflected in this EEO Plan, the District is committed to a continuing, good faith effort to ensuring that all qualified applicants for employment and employees have full and equal access to employment opportunities, and are not subject to discrimination in any program or activity of the District on the basis of age, ancestry, color, gender, gender identity, gender expression, gender stereotypes, marital status, medical condition, national origin, parental status, physical or mental disability, race, religion, sexual orientation, veteran status, 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.

As further reflected in this EEO Plan, the District endeavors to provide a diverse and inclusive educational and employment environment that fosters cooperation, collaboration, democracy, professionalism, and free expression of ideas. The District finds that a diverse and inclusive workforce furthers its mission of preparing students for success in a diverse and global society. The District finds that a diverse and inclusive workforce is essential to creating the robust academic environment in which students and employees thrive.

IV. Responsibility and Authority for Implementation and Compliance

[Title 5 § 53003 (c) (1) Title 5 § 53020]

A. Board of Trustees:

The ultimate authority and responsibility for implementing the *Plan* provisions and the equal employment opportunity regulations of Title 5 of the California Code of Regulations vests in the Board of Trustees of the North Orange County Community College District.

B. Chancellor:

The Board of Trustees delegates to the Chancellor the overall responsibility for implementation of the *Plan* at all levels of District and college operations in compliance with the equal employment opportunity provisions of Title 5 of the California Code of Regulations.

C. Vice Chancellor of Human Resources:

The Vice Chancellor of Human Resources has operational authority for the implementation of the *Plan* in compliance with equal employment opportunity provisions of Title 5 of the California Code of Regulations. Operational implementation includes but is not limited to:

- Overseeing the collection and lawful use of longitudinal data analysis, as well as data reporting as required. This includes ensuring that employee/applicant demographic data is not available to selection committees or otherwise utilized in making individual employment decisions;
- Ensuring that those involved in implementation of the EEO Plan including the EEO Advisory Committee, and those serving on screening committees receive training regarding EEO hiring and the EEO Plan in compliance with Title 5 and this EEO Plan;
- Developing and implementing Hiring Procedures consistent with the EEO Plan;
- Receiving and investigating complaints, as provided in this *Plan*, by individuals who believe that the District has violated the equal employment opportunity regulations of Title 5 of the California Code of Regulations. The actual acceptance and investigation of complaints may be assigned to other personnel officers of the District with direct responsibility to the Vice Chancellor.
- General oversight of the implementation of the EEO Plan.

D. District Director of Diversity and Compliance:

The District Director of Diversity and Compliance (hereafter “Director”), is designated as the District’s Equal Opportunity Officer responsible for providing leadership in the day-to-day administration, implementation and monitoring the *Plan*.

E. 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 the equal employment opportunity provisions of Title 5 of the California Code of Regulations.

F. Good Faith Effort:

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

V. Equal Employment Opportunity Advisory Committee

[Title 5 § 53005]

The District has established an Equal Employment Opportunity Advisory Committee to assist the District in developing and implementing the District's Equal Employment Opportunity Plan, help formulate and recommend activities to promote diversity, inclusion and cultural competence district wide. The committee may also assist in promoting an understanding and support of equal opportunity and nondiscrimination policies and procedures. The committee may work in coordination with other groups on campus to sponsor events, training, or other activities that promote equal employment opportunity, nondiscrimination, inclusion, retention, and diversity. The committee acts in an advisory capacity to the Vice Chancellor of Human Resources.

The committee shall be comprised of the following:

- The Director of Diversity and Compliance (chairperson);
- One member appointed by each College Diversity Committee;
- One faculty appointed from each Academic Senate;
- One classified employee appointed by CSEA;
- One management employee, appointed by the District Management Association;
- One confidential employee, appointed by the Confidential Employees Group;
- One District Services employee, appointed by the Chancellor;
- One student representative from each college, appointed by the Associated Students;
- One student representative from the School of Continuing Education, appointed by the SCE Academic Senate; and
- Two community representatives, appointed by the Chancellor.

The committee shall meet at least two times per semester. Additional meetings will be scheduled if needed to review equal employment opportunity and diversity efforts, programs, policies, and progress of the District.

It is understood that continuity of attendees and regular attendance facilitate the productivity and progress of the committee. Members will make reasonable efforts to attend. However, each appointing body identified above may also, at its discretion, appoint an alternate to attend a meeting; the member will make every effort to inform the alternate of progress made at the last meeting.

VI. Complaints

[Reference – Title 5, Sec. 53003(c)(2) and 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. This process is separate from the District's unlawful discrimination complaint procedure. The procedures for filing an employment discrimination complaint are found at: <http://www.nocccd.edu/equity-and-diversity-265/283/how-to-file-a-complaint>. Any person who believes that the equal employment opportunity regulations have been violated may file a written complaint, using the process described below.

- A. The complaint must be in writing and shall be filed with the Vice Chancellor of Human Resources, District Office of Human Resources, Anaheim Campus, 1830 W. Romneya Drive, Anaheim, CA 92801-1819. The complaint must be dated and signed with an original signature. Anonymous complaints will not be accepted.
- B. The complaint must allege a violation of the equal employment opportunity regulations under section 53000 et seq. of Title 5 of the California Code of Regulations, and shall set forth the facts that explain the basis of the alleged violation, including, but not limited to, the name(s) of the individual (s) involved, the date(s) of the event(s) at issue, and a detailed description of the actions constituting the alleged violation.
- C. The complaint must be filed no later than sixty (60) days after the date of occurrence of the alleged violation.
- D. Defective Complaint: The District may return without action any complaint which it finds does not meet the above-referenced requirements, or on the basis of any of the following:
 1. Identical Title 5 allegations have previously been investigated and resolved;
 2. The allegations are a continuation of a pattern of previously filed complaints involving the same or similar allegations that have been determined by the District to be factually or legally unsubstantiated;
 3. The complaint is unintelligible or does not state a clear violation of the equal employment opportunity regulations;
 4. The complaint fails to allege facts that explain the basis for the alleged violation.
- E. If a complaint is returned as defective, the District shall notify the complainant as to the manner in which the complaint is defective.
- F. Where a complaint is not defective, a written determination on all accepted written complaints will be issued to the complainant within ninety (90) days of the filing of

the complaint. If this is not practical, a written notification will be provided to the complainant as to the reasons for the extension and estimated date of completion.

- G. The determination of the District with respect to complaints filed pursuant to this procedure shall be final.

VII. Notification to District Employees

[Title 5 § 53003 (c) (3)]

The *Plan* will be posted on the District's website. Within ninety (90) days after the date of adoption by the governing board, employees of the District will be provided with electronic notice of the provisions of the *Plan* and the District's Board Policy 7100 *Commitment to Equal Employment Opportunity and Diversity* Policy Statement, including the website link to these documents. New employees will be provided with such notice when they commence their employment with the District.

Each year, the District will inform all employees of the *Plan*. The annual notice will contain the following provisions:

- The importance of the employee's participation and responsibility in ensuring the *Plan*'s implementation;
- The availability of the *Plan* on the District website, at the Office of the Chancellor and College Presidents, Provost and Vice President for Student Services at each campus, and the Office of Human Resources.

VIII. Training for Screening/Selection Committees

[Title 5 § 53003 (c) (4)]

Any person, whether or not an employee of the District, who is involved in the recruitment, screening, selection or other hiring process for District personnel shall participate in interactive training within 24 months prior to performing these duties. The training shall cover all of the following:

- The requirements of the Title 5 regulations regarding equal employment opportunity (Section 53000 et. seq.);
- Federal and state law regarding nondiscrimination in employment;
- The requirements of the District's EEO Plan;
- The District's policies on nondiscrimination, recruitment, and hiring;
- The educational benefits of workforce diversity;
- The elimination of bias in hiring decisions; and
- Best practices in serving on a selection or screening committee.

This training is mandatory; individuals who have not received this training within the last 24 months will not be allowed to serve on hiring committees. Any individual, whether an employee of the District, or an individual acting on behalf of the District, with regard to recruitment and hiring of employees is subject to the equal employment opportunity requirements of Title 5 § 53020(c) and the District's Plan. The training will be provided by the District Office of Human Resources.

IX. Annual Written Notice to Community Organizations

[Title 5 5 § 53003 (c) (5)]

The Director will provide annual written notice concerning the *Plan* to appropriate community-based and professional organizations that may be of assistance as recruitment sources in identifying qualified applicants. The notice will include:

- The internet address where it can be located;
- Information regarding access to position advertisements on the District's website;
- Other relevant sources of employment information such as the Human Resources Department phone number for employment information.

The District will actively seek to reach a diverse selection of recruitment sources, such as various institutions, organizations, and agencies. A list of organizations, which will receive this notice, is attached as Appendix A of this Plan. This list may be revised from time to time, as necessary.

X. Analysis of District Workforce and Applicant Pools

[Title 5 §53003 (c) (6) Title 5 §53004]

The Director will annually collect employee demographic data at each college, the School of Continuing Education, and the District Office. The Director shall prepare an analysis of the number of persons from monitored groups in each of the following job categories:

- 1) Executive / Administrative / Managerial
- 2) Faculty and other Instructional Staff
- 3) Professional Nonfaculty
- 4) Secretarial / Clerical
- 5) Technical and Paraprofessional
- 6) Skilled Crafts
- 7) Service Maintenance

Monitored groups are men, women, American Indians/Alaskan Natives, Asians and Pacific Islanders, Blacks/African-Americans, Hispanics/Latinos and persons with disabilities.

The Director shall also monitor initial and qualified applicant pools for employment on an ongoing basis. The Director shall use this data to evaluate the District's progress in implementing the Plan, and to provide data needed for the reports required by the Plan. Data shall be maintained year-to-year and longitudinal analysis shall be conducted where there is at least three years of data to review, or sooner if the Director concludes that there is sufficient data for the analysis to be meaningful.

Beginning in 2017/18, the District shall administer an exit survey for all voluntary resignations and include this data in the 2018/19 data analysis and report.

Beginning in 2017/18, the District shall also conduct demographic analysis of probationary releases (classified and academic) and include this data in the 2018-19 data analysis and report.

In order to encourage self-reporting by employees and applicants, each applicant and employee shall be requested to identify his or her gender, ethnic group identification, and whether or not he or she is disabled. The data collection instrument will clearly notify applicants/employees that this information is kept confidential; is not utilized in making any individual employment decisions or viewed by those making such decision; and is separated from the applications that are forwarded to the screening/interview committee and hiring administrator(s).

The District's workforce composition and applicant pools for fiscal year 2014/2015 are as follows:

Applicant Pool and Workforce Analysis for 2014/2015: <http://www.nocccd.edu/equity-and-diversity-265/280/equity-and-diversity>

XI. Strategies Demonstrating Ongoing Institutional Commitment to Diversity and EEO Hiring

[Title 5 5, § 53003 (c) (10)]

The District recognizes that for an EEO Plan to be successful, it must first dedicate the necessary resources to its implementation. As such, the District has created the position of District Director of Diversity and Compliance. This position shall be responsible for the monitoring and implementation of this EEO Plan. Further, the strategies identified here will receive the visible support of District leaders at the District and college levels.

Additionally, the District recognizes that effective strategies and practices that foster EEO and diversity are sustained, data driven, comprehensive, and implemented at all levels of the institution. In order to carry out a broad-based, comprehensive approach, the District has identified four key approaches to promoting EEO and diversity hiring and commits in this plan to efforts within each of these key areas. The four key areas are:

- 1) The ongoing collection, presentation, reflection upon and utilization of longitudinal, demographic data.
- 2) Strategies designed to build an inclusive and welcoming work environment. The District believes that such an environment provides an essential recruitment and retention tool for employees who come from underrepresented groups in their field or discipline and thus operates as an important tool for building and sustaining a diverse workforce.
- 3) Strategies to build highly qualified and diverse applicant pools. The District believes that through such efforts it is in the best position to continue to select the most qualified candidates, while building the diversity of the workforce.
- 4) Strategies for eliminating bias in the selection process. As the District becomes increasingly effective in building qualified and diverse applicant pools, it also needs to ensure processes under which all applicants are given equal consideration.

For the 2016 to 2019 period, the District will institute the following measures in support of the four approaches to promoting EEO and diversity identified above.

I. DATA COLLECTION AND ANALYSIS

Ongoing Activities

- Campus climate surveys will continue to be conducted and the Director will analyze and explore efficient use of data in planning and institutional effectiveness related to EEO.
- Data will be used for analysis and reporting to the board in the Annual Institutional Commitment to Diversity report and to determine what efficiencies will be created and or improved.

Year One (2016/17)

- New employee survey will be created and implemented.

Year Two (2017/18)

- Develop a plan for a drill down data analysis by department.

Year Three (2018/19)

- Exit surveys will be conducted for all voluntary separations and a report generated for analysis to determine ways to retrain qualified and diverse staff.
- Conduct analysis of and reporting on, the drill down departmental data analysis developed in year two.

II. BUILDING AN INCLUSIVE WORKPLACE ENVIRONMENT

Ongoing Activities

- Professional Development opportunities focused on diversity and equity.
- Director will present an Annual Institutional Commitment to Diversity Report to the Board of Trustees with the understanding that transparency promotes shared, institutional interest and inquiry.
- As a part of building an inclusive work environment, the Plan supports activities that promote an inclusive educational environment. Such an environment will be more attractive to employees who bring to their work a sensitivity to the diversity of community college students. The District believes that this can have a positive effect on its efforts to recruit diverse applicant pools and retain diverse employees.
 - Recurring activities that reflect curiosity, understanding, interest, and/or celebration of cultural differences.
 - The Director will work with Human Resources staff to ensure the timely, thorough investigation of employment related harassment and/or discrimination complaints.

Year One (2016/17)

- Review and revise Board Policy 7100, Commitment to Equal Employment Opportunity and Diversity.

III. BUILDING HIGHLY QUALIFIED AND DIVERSE APPLICANT POOLS

Ongoing Activities

- Continued review of recruitment efforts to determine measures to attract a diverse pool for each discipline/position.
- Provide “Hire Me” Trainings to prospective faculty applicants on the application process and/or interview process.
- Instituting mechanisms for giving meaningful consideration to applicants’ demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, sexual orientation, and ethnic backgrounds of community college students.
- Utilize job fairs.
- Utilize CCC Registry.
- Highlight the District’s EEO efforts and policies, commitment to diversity and inclusive work culture in job postings and other publications.

Year One (2016/17)

- Foster relationships with higher educational institutions and professional organizations.
- Provide “Hire Me” workshops for classified employees.

Year Two (2017/18)

- Develop mentorship programs, skill building and other career pathways.
- Participate in the statewide “AA to MA” program.

IV. ELIMINATION OF BIAS IN THE SELECTION PROCESS

Ongoing Activities

- The Director will train staff on EEO, diversity, inclusivity, cultural competence and elimination of bias. The training attendees will be entered into the HRIS system for reporting purposes.
- Data will be collected and analyzed with regard to all initial and qualified applicant pools to identify possible underrepresentation and irrational barriers to employment.

- Training will occur across the institution on EEO hiring and elimination of bias, and the laws prohibiting discrimination in employment, including for:
 - The Board of Trustees (effective 2016/2017)
 - EEO Advisory Committee
 - Screening/selection committees
 - Screening/selection committee EEO representatives
 - Anyone involved in the screening/selection process

- Trained EEO representatives will participate on each screening /selection committee to assist the committee in compliance with this EEO Plan, the District's hiring procedures, and the law related to EEO hiring. To ensure the neutral role of the EEO representative, he/she serves as a non-voting member of the screening/selection committee, unless the hiring procedures otherwise require that person's participation on the committee.

- Job descriptions will be regularly reviewed and updated.

Appendix A
North Orange County Community College District
Community Organizations

47th Congressional District Office
1400 North Harbor Blvd, Suite 601
Fullerton, CA 92835

Anaheim Union High School District
501 N Crescent Way
Anaheim, CA 92801

Arab American Civic Council
792 S. Brookhurst St.
Anaheim, CA 92804

Brea Olinda School District
1 Civic Center Circle, Level II
Brea, CA 92821

Brea Veterans Club
735 S Brea Blvd
Brea, CA 92821

Buena Park School District
6885 Orangethorpe Ave
Buena Park, CA 90620

California State University, Long Beach
1250 Bellflower Blvd.
Long Beach, CA 90840

California State University, Fullerton
800 St. College Blvd.
Fullerton, CA 92831

Canyon High School District
220 S. Imperial Highway
Anaheim, CA 92807

Centralia School District
6625 La Palma Avenue
Buena Park, CA 90620

Cypress School District
9473 Moody Street
Cypress, CA 90630

Orange County Deaf Advocacy Center
2255 W Ball Rd #2430
Anaheim, CA 92814

Fullerton Joint Union High School District
1051 W. Bastanchury Road
Fullerton, CA 92833

Fullerton School District
1401 W. Valencia Dr.
Fullerton, CA 92833

Garden Grove Unified School District
10333 Stanford Ave.
Garden Grove, CA 92840

Gay and Lesbian Center Orange County
1605 N Spurgeon St.
Santa Ana, CA 92701

Islamic Institute of Orange County
1220 North State College Blvd.
Anaheim, CA 92806

Islamic Shura Council of Southern California
2123 W Crescent Ave # 261
Anaheim, CA 92801

Korean Community Services
8633 Knott Avenue
Buena Park CA 90620

La Habra City School District
500 N. Walnut St.
La Habra, CA 90631

Magnolia School District
2705 W. Orange Avenue
Anaheim, CA 92804

**National Association for the Advancement of
Colored People, Orange County Chapter**
3580 E Pacific Coast Hwy
Long Beach, CA 90804

**National Hispanic Women's Business Association
of Orange County**
2020 N. Broadway, Suite 100
Santa Ana, CA 92706

OC Asian & Pacific Islander Community Alliance
12900 Garden Grove Blvd # A214
Garden Grove, CA 92843

Orange County Asian Business Council
2960 Daimler St
Santa Ana, CA 92705

OC Black Chamber of Commerce
2323 N. Broadway #302
Santa Ana, CA 92706

OC Human Relations Commission
1300 Grand Avenue Ste B
Santa Ana, CA 92705

Appendix A
North Orange County Community College District
Community Organizations

Placentia Yorba Linda Unified School District
1301 E. Orangethorpe Ave.
Placentia, CA 92870

Savanna School District
1330 S Knott Ave
Anaheim, CA 92804

University of California, Irvine
510 Aldrich Hall
Irvine, CA 92697