



COLLEGE
of the **DESERT**

DESERT COMMUNITY COLLEGE DISTRICT

EQUAL EMPLOYMENT OPPORTUNITY PLAN

May 22, 2017

OFFICE OF HUMAN RESOURCES

ADOPTED BY THE BOARD: June 15, 2017 (*Pending*)

For Board of Trustees Approval 06/15/2017

Desert Community College District
Equal Employment Opportunity Plan
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**DESERT COMMUNITY COLLEGE DISTRICT
Resolution No 061517-1**

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE DESERT COMMUNITY COLLEGE DISTRICT
TO ADOPT THE DISTRICT'S EQUAL EMPLOYMENT OPPORTUNITY PLAN**

WHEREAS, it is the District's policy to ensure that all qualified applicants for employment and 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, physical disability, mental disability, ancestry, sexual orientation, or on the basis of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics; and

WHEREAS, the Board of Trustees reaffirms its dedication to fostering a diverse and inclusive workplace that welcomes the employment of qualified individuals from all walks of life, appreciates the contributions of individuals with a wide range of experiences and perspectives, and is free from barriers to employment for historically underrepresented groups; and

WHEREAS, the Board of Trustees finds that a diverse and inclusive workplace is fundamental to maintaining a robust academic environment and fulfilling the District's mission to prepare students for success in a global society; and

WHEREAS, the District is committed to hiring and retaining faculty and staff who are sensitive to, and knowledgeable about, the needs of the continually changing and diverse student body and community served by the District and the community colleges of California; and

WHEREAS, an Equal Employment Opportunity Plan will ensure the implementation of the equal employment opportunity principles and values enumerated above.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Desert Community College District hereby adopt the attached Equal Employment Opportunity Plan. APPROVED, PASSED, AND ADOPTED by the Board of Trustees of the Desert Community College District on this 15th day of June 2017, by the following vote:

PASSED AND ADOPTED this 15th day of June 2017 by the following vote:

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**DESERT COMMUNITY COLLEGE DISTRICT
Resolution No 061517-1**

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AYE:

NO:

ABSTENTION:

ABSENT:

Chair of the Board of Trustees of the
Desert Community College District

Attest:

Clerk of the Board of Trustees of the
Desert Community College District

For Board of Trustees Approval 06/15/2017

**College of the Desert
Equal Employment Opportunity Plan**

I. Introduction

The Desert Community College District Equal Employment Opportunity Plan (“Plan”) was adopted by the Desert Community College Board of Trustees on June 19, 2017 (*pending*). The Plan supports the District’s Educational Master Plan and 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. Through an educational experience in an inclusive environment, our students will be better prepared for success in society.

The Plan provides the process that will be utilized by the District to promote equal employment opportunity to conform with the applicable regulations in the California Code of Regulations, Title 5 sections 53000 et seq.. The Plan is intended to foster a working and learning environment that promotes diversity, inclusion, and equal employment opportunities. To properly serve the College’s diverse student population, the plan reflects the District’s commitment to hire and retain faculty and staff who are sensitive to, and knowledgeable about, the needs of the continually changing and diverse student body and community we serve.

Joel L. Kinnamon, Ed.D.
Superintendent/President

For Board of Trustees Approval 6/15/2017

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II. Policy Statement

California Code of Regulations, Title 5 section 53002

The Desert Community College District, by adoption of this Equal Employment Opportunity Plan, reaffirms its commitment to the principles of equal employment opportunity, and implements a comprehensive program to instill those principles into practice.

The Board is committed to the principles of equal employment opportunity. The District strives to achieve a workforce that is welcoming to all individuals to ensure the District provides an inclusive educational and workplace environment. Such an environment fosters cooperation, acceptance, democracy, and free expression of ideas. A diverse and inclusive workforce supports the District's mission of preparing students for a global society. The District further finds that a diverse and inclusive workforce is essential to creating the robust academic environment in which students and employees thrive.

Through the adoption of this Equal Employment Opportunity Plan, the District implements a comprehensive program to put those principles into practice. It is the District's policy¹ to ensure that all employees and qualified applicants for employment 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, physical disability, mental disability, ancestry, sexual orientation, language, accent, citizenship status, gender identity, transgender status, parental status, marital status, economic 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 Equal Employment Opportunity Plan will be maintained to ensure the implementation of equal employment opportunity principles that conform to federal and state laws.

¹ [Board Policy 3410 Non Discrimination](#)
[Board Policy 3420 Equal Employment Opportunity](#)
[Board Policy 7100 Commitment to Diversity.pdf](#)
[Board Administrative Procedure 7100 Commitment to Diversity.pdf](#)

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III. Delegation of Responsibility, Authority, and Compliance

California Code of Regulations, Title 5 sections 53003(c)(1) and 53020

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

Governing Board

The Board of Trustees is ultimately responsible for proper implementation of the District's Plan at all levels of District operation and for ensuring equal employment opportunity as described in the Plan. Upon the recommendation of the Superintendent/President, the Board designates an Equal Employment Officer to oversee the day-to-day implementation of EEO Regulations under Title 5.

Superintendent/President

The Board of Trustees delegates to the President the responsibility for ongoing implementation of the Plan and for providing leadership in managing District resources to ensure the implementation of the District's equal employment opportunity policies and procedures. The President shall advise the Board concerning statewide policy emanating from the Board of Governors of the California Community Colleges and direct the preparation of an annual report on Plan implementation. The President shall evaluate the performance of all administrative staff who report directly to him on their compliance with, and implementation of, the Plan. Pursuant to the District's Leadership Handbook, all members of the Leadership Team share responsibility for providing support in the implementation of the Plan.

Equal Employment Opportunity Officer

The District has designated the Vice President of Human Resources and Employee Relations as its Equal Employment Opportunity Officer. The Equal Employment Opportunity Officer 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. The Officer will ensure compliance with the requirements of Title 5 sections 53000 et seq.. The Equal Employment Opportunity Officer, or designee, is responsible for receiving complaints described in Plan Component V and for ensuring that applicant pools and selection procedures are properly monitored.

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Equal Employment Opportunity Advisory Committee

The District will maintain a Diversity and Equal Employment Opportunity Advisory Committee (DEEOAC) to act as a work group and advisory body to the Equal Employment Opportunity Officer, and the District as a whole. The EEOAC will promote understanding and support of equal employment opportunity policies, procedures, and diversity initiatives. The Diversity and Equal Employment Opportunity Advisory Committee will assist in the implementation of the Plan in accordance with state and federal regulations and guidelines, monitoring equal employment opportunity progress, and providing suggestions for Plan revisions, as appropriate.

Agents of the District

Any organization or individual, whether an employee of the District, who acts on behalf of the Board with regard to the recruitment and screening of personnel, is subject to all the requirements of this Plan.

Good Faith Effort

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

For Board of Trustees Approval 05/15/2012

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IV. Advisory Committee

California Code of Regulations, Title 5 section 53005

The Diversity and Equal Employment Opportunity Advisory Committee shall act as the District's EEO Advisory Committee. The Advisory Committee serves as the advisory body to the Equal Employment Opportunity Officer. Its responsibilities include monitoring equal employment opportunity progress, providing suggestions for Plan revisions as appropriate, and recommending other measures to promote understanding and support of equal employment opportunity policies and procedures. The Advisory Committee may sponsor events, training, or other activities that promote equal employment opportunity, nondiscrimination, retention, and diversity. The Equal Employment Opportunity Officer shall educate the advisory committee on equal employment compliance, the role of the Advisory Committee in promoting equal employment opportunity and workplace diversity, and the Plan itself.

The Advisory 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 objective, it will document that efforts were made to recruit advisory committee members from a broad representation of monitored groups.

For Board of Trustees Approval

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V. Complaints

California Code of Regulations, Title 5 sections 53003(c)(2), 53026, and 59300 et seq.

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

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

Complaints alleging violations of the Plan that do not involve current hiring processes must be filed as soon as possible after the occurrence of an alleged violation and not later than ninety (90) days after such occurrence unless the violation is ongoing.

A complainant may not appeal the District's determination pursuant to Title 5 section 53026 to the Chancellor's Office but, under some circumstances, violations of the equal opportunity regulations in Title 5 may constitute a violation of a minimum condition for receipt of state aid. In such as case, a complaint can be filed with the Chancellor's Office, but the complainant will be required to demonstrate that he/she made previous reasonable, but unsuccessful, efforts to resolve the alleged violation at the District level using the process provided by Title 5 section 53026. (Link to State Chancellor's Office, [Unlawful Discrimination under Title 5.](#))

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 will be filed with the Equal Employment Opportunity Officer. If the complaint involves the Equal Employment Opportunity Officer, the complaint may be filed with the President. To the extent practical, 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. The Equal Employment Opportunity Officer will

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forward copies of all written complaints to the Chancellor's Office upon receipt. The decision of the District is final.

- 2) *Complaints Alleging Unlawful Discrimination or Harassment (Title 5 Section 59300 et seq.)*

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

The District has adopted [Board Policy 3430](#): Prohibition of Harassment. In addition, the District has adopted procedures for complaints alleging unlawful discrimination or harassment and those procedures are contained in Board [Administrative Procedure 3435](#): Complaint: Discrimination and Harassment Investigation.

The Director of Human Resources is responsible for receiving such complaints and for coordinating their investigation.

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VI. Notification to District Employees

California Code of Regulations, Title 5 section 53003(c)(3)

The commitment of the Board of Trustees and the Superintendent/President to equal employment opportunity is emphasized through broad dissemination of its Equal Employment Opportunity Policy Statement and the Plan. The policy statement will be printed in the District's catalogs and class schedules. The Plan and subsequent revisions will be distributed to the District's Board of Trustees, the Superintendent/President, administrators, the President of the Academic Senate, Union Presidents, and members of the Diversity and Equal Employment Opportunity Advisory Committee. The Plan will be available on the District's website ([Human Resources](#)).

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

- The importance of employee participation and responsibility in ensuring the Plan's implementation
- The availability of the Plan in the Library and in Human Resources
- The availability of the Plan on the District website

The Human Resources department will provide all new employees with a copy of the written notice described above when they begin employment with the District.

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VII. Training for Screening and Selection Committees

California Code of Regulations, Title 5 section 53003(c)(4)

The Office of Human Resources is responsible for developing and providing training programs regarding equal employment opportunity. Any individual or organization, whether or not an employee of the District, who is involved in the recruitment and screening and/or selection of personnel will receive appropriate training. The training will cover all of the following:

- a. Requirements of the Title 5 regulations regarding equal employment opportunity (Section 53000 et. seq.)
- b. Federal and state law regarding nondiscrimination in employment
- c. Requirements of the District Equal Employment Opportunity Plan
- d. District policies on nondiscrimination, recruitment, and hiring
- e. Principles of diversity
- f. Value of a diverse workforce
- g. Recognition of bias
- h. Best practices in serving on screening committees or selection committee

A person serving on a screening committee or selection committee must have completed training within the immediate past 24 months. The training is mandatory; individuals who have not received training or are not current will not be allowed to serve on these committees. Any committee member who violates the tenets of equal employment and nondiscrimination will be removed from the committee immediately.

The Director, Human Resources, is responsible for providing access to the required training. Any individual who acts on behalf of the District with regard to recruitment and screening of applicants for employment is subject to the equal employment opportunity requirements of Title 5 and the District's Equal Employment Opportunity Plan.

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VIII. Annual Written Notice to Community Organizations

California Code of Regulations Title 5 section 53003(c)(5)

The Equal Employment Opportunity Officer, or designee, will provide annual written notice to appropriate community-based and professional organizations concerning the Plan. 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, as necessary.

The notice will inform these organizations how they may obtain a copy of the Plan, and shall solicit their assistance in identifying diverse qualified candidates. The notice will also include the internet address where the District advertises its job openings and the Human Resources department phone number to obtain additional employment information.

For Board of Trustees Approval 09/15/2011

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IX. Analysis of District Workforce and Applicant Pool

California Code of Regulations, Title 5 section 53003(c)(6)

The Office of Human Resources will annually collect the District's employee demographic data and prepare an analysis of the number of persons from monitored groups in each of the following job categories for the State Chancellor report:

- a. Executive / Administrative / Managerial
- b. Faculty and other Instructional Staff
- c. Professional Non Faculty
- d. Secretarial / Clerical
- e. Technical and Paraprofessional
- f. Skilled Crafts
- g. Service Maintenance

For District reference, the data also will be analyzed in each of the following groups:

- a. Executive / Administrative / Managerial / Confidential Staff
- b. Faculty (Instructional Faculty, Librarian Faculty Counseling Faculty and other Instructional Staff (Regular, Contract, "full-time")
- c. Temporary, Part-Time, Adjunct Faculty
- d. Classified Staff
- e. Professional Non-Faculty (may be included with #2 faculty above)

Monitored groups include women, men, American Indian/Alaskan Native (Native American), Asian/Pacific Islander, Black/African American, Hispanic/Latino, White/Caucasian, and persons with disabilities.

For purposes of the survey and report, each applicant or employee will be afforded the opportunity to identify her or his gender, ethnic group identification, and whether or not he or she is disabled. The data collection instrument will clearly notify applicants and employees that this information is kept confidential; is not utilized in making any individual employment decisions; is not viewed by those making decisions; and is separated from the applications that are forwarded to the screening committee, interview committee, and hiring administrator(s). The District reports to the State Chancellor the results of its annual survey of employee demographics.

The Office of Human Resources shall monitor initial and qualified applicant pools for employment on an ongoing basis. Data will be analyzed to evaluate the District's progress in implementing the

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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 when there are at least three years of data to review, or sooner if the Vice President of Human Resources and Employee Relations concludes that there are 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 these data in the 2018-19 data analysis and report.

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

The District's workforce composition in fiscal year 2014-2015 can be accessed via the following links:

- [Employee Headcount](#)
- [Employee Headcount by Ethnicity](#)
- [Employee Headcount by Gender](#)
- [Employee Headcount by Age](#)
- [Employee Headcount by Category](#)

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 those who have applied for employment in each of the above listed categories.

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X. Strategies Demonstrating On-Going Institutional Commitment to Diversity and EEO Hiring

California Code of Regulations, Title 5 section 53003(c)(10)

The District recognizes that multiple approaches are necessary to fulfill its mission of ensuring equal employment opportunity, the creation of a diverse workforce, and the creation of an inclusive, equitable, and fair working and learning environment. Equal employment opportunity means that all qualified individuals have a full and fair opportunity to compete for hiring and promotion and to enjoy the benefits of employment with the District. Equal employment opportunity should exist at all levels and in all job categories. Ensuring equal employment opportunity also involves creating an environment that fosters cooperation, acceptance, and free expression of ideas, and is welcoming to all individuals.

The District will take concrete steps to promote equal opportunity, workplace diversity, and an inclusive environment. The District also will take steps to monitor its progress in these areas. The Vice President of Human Resources and Employee Relations will ensure that the specific steps that will be utilized by the District are identified and updated on a regular basis.

Therefore, the Plan shall include a wide range of initiatives designed to promote equal employment opportunity, diversity, and the elimination of barriers to employment for underrepresented groups through: 1) the collection and utilization of longitudinal data; 2) the regular review and updating of District documents and procedures; 3) implementation of programs to promote a welcoming and inclusive workplace that will attract and retain a diverse group of employees; and 4) utilization of lawful, focused recruitment strategies. Strategies affecting one or more of these areas that the District shall engage include, but are not limited to, the following:

1. The Collection and Utilization of Longitudinal Data

- As described in Section IX, the District will collect and analyze data with regard to all initial and qualified applicant pools to identify possible underrepresentation and barriers to employment. These data will be analyzed longitudinally. Where underrepresentation of monitored groups appears to occur, the Equal Employment Officer shall develop and implement lawful strategies to address the underrepresentation.
- As also described in Section IX, data will be collected and analyzed regarding all voluntary resignations and probationary releases. These data will be analyzed longitudinally. Where this analysis indicates a disproportionate effect on a monitored group, the Equal

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Employment Officer shall develop and implement lawful strategies to improve retention of the affected group or groups.

- Conduct climate studies to identify hidden barriers to the recruitment, retention, and promotion of employees from diverse backgrounds. These data will be analyzed longitudinally. Where this analysis indicates a disproportionate effect on a monitored group, the Equal Employment Officer shall develop and implement lawful strategies to improve retention of the affected group or groups.

2. The Regular Review and Updating of District Documents and Materials

- Highlight the District's equal employment opportunity and diversity policies in its recruitment, marketing, and other publications.
- Establish an online presence highlighting the District's diversity and equal employment opportunity policies, procedures, and programs on the District's website. The website also will list contact persons for further information.
- Work with the Vice President of Student Learning to assist in the development of a "Diversity Instructional Tool Kit" as a resource for faculty interested in infusing diversity and multiculturalism into their instruction or services to students.
- Revise the Leadership Handbook to make clear that all members of the Leadership Team share responsibility for providing support in the implementation of the Plan.

3. Implementation of Programs to Promote a Welcoming and Inclusive Workplace That Will Attract and Retain a Diverse Group of Employees

- Develop a robust Diversity Program. The Diversity Program will be developed and overseen by the Vice President, Human Resources and Employee Relations, with the assistance of the Advisory Committee. Among other activities, the Diversity Program will:
 - Sponsor cultural events and speakers on issues dealing with diversity.
 - Promote the concept of cultural proficiency.
 - Address unconscious and implicit biases
 - Promote learning opportunities and personal growth in the area of diversity.
 - Evaluate how the physical environment can be responsive to its diverse employee and student populations
 - Establish a Safe Zone program
 - Provide training and other professional development opportunities for all employees

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- Develop a variety of programs to support newly-hired employees such as mentoring, professional development, and leadership opportunities.
- Discuss equal employment opportunity and diversity at Flex Days for faculty and staff.

4. Utilization of Lawful Recruitment Strategies Designed to Promote Equal Employment and a Diverse Workforce

- Job descriptions and job announcements will be reviewed regularly and updated to delete outdated or unreliable preferred criteria. Accurate and current job expectations will be incorporated.
- Training will occur across the institution on equal employment hiring, the elimination of biases, and the laws prohibiting discrimination in employment.
- Focused recruitment efforts will be utilized to focus on recruiting from underrepresented monitored groups, based on the District's review of its longitudinal data.

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XI. Graduate Assumption Program of Loans for Education

Education Code, section 87106

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

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, Career and Workforce Development Center, Counseling, Financial Aid, Admissions and Records, the Bookstore, Veteran's Center, Disabled Student Programs and Services, and Cravens Student Center.

For Board of Trustees Approval 05/15/2017

APPENDIX A

List of Community Organizations

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Appendix A

Community Organizations

Bureau of Indian Affairs
5700 E Tachevah Drive, Suite 201
Palm Springs, CA 92262
760-416-2133

US Bureau of Indian Affairs
650 E Tahquitz Canyon Way
Palm Springs, CA 92262
760-416-2133

Inland Chinese Association
PO Box 56335
Riverside, CA 92517-1235
951-353-9906

Consortium of Higher Education LGBT Resource Professionals, Inc.
280 Madison Ave, Suite. 912
New York, NY 10016-0801

Local Chapters: CSU- San Bernardino, University of Redlands, UC - Riverside

Hispanic Association of Colleges and Universities
915 L Street, Ste. 1425
Sacramento, CA 95814
916-442-0392

Japanese Cultural Center
1766 Seabright Avenue
Long Beach, CA 90813

(continued)

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**Community Organizations
(continued)**

League of Women Voters of Riverside
4392 5th St,
Riverside, CA 92501
951-682-8683

League of Women Voters of San Bernardino
568 North Mountain View Ave., Ste. 150
San Bernardino, CA 92401
909-338-4163

National Association for the Advancement of Colored People
2355 Pennsylvania Ave
Riverside, CA 92507
951-324-9603

California Federation of Filipino American Associations
2125 Santa Fe Ave,
Long Beach, CA 90810
562-570-4489

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