

AP 7100 Commitment to Diversity

Reference:

Education Code Section 87100 et seq., IVC Faculty and Staff Diversity Plan, Imperial Community College District – Policy and Procedures for Handling Complaints of Unlawful Discrimination Under Title 5 Sections 59300 et. seq.

Dissemination of Policy

The Imperial Community College District Faculty and Staff Diversity Plan is a public document and is available for review at the reserved book desk at the Spencer Library Media Center and the college website. Copies are also kept on file at the following locations and made available to any interested employee or person upon request:

1. Office of the Superintendent/President
2. Office of the Vice President for Academic Services
3. Office of the Vice President for Business Services
4. Office of the Vice President for Counseling and Student Services
5. Office of the Associate Dean of Admissions and Records
6. Office of Instruction for Extended Campus
7. Office of the Associate Dean of Disabled Students Programs and Services (May be read for the visually impaired upon request)
8. Office of the Associate Dean of Human Resources

In addition to the Imperial Community College District Faculty and Staff Diversity Plan, the District will develop and disseminate discrimination and sexual harassment policy statements internally and externally in the following manner:

Internal Dissemination

1. The policy statements will be posted prominently on the campus where all applicants for employment, employees and students may see them.
2. The policy statements will be made an integral part of the student orientation program and students will be made aware of their contents and how to use the procedures outlined in the policies.
3. A copy of the policy statements will be available upon request from the Human Resources Office and will be included in faculty, staff and student informational handbooks.
4. Special meetings and/or training sessions will be conducted at least once a year at which administration, faculty, and support staff will be invited to participate and discuss staff diversity, discrimination, sexual harassment, and equal opportunity issues and activities.

External Dissemination

1. Class schedules, catalogs and other District publications will include the faculty and staff diversity, discrimination and sexual harassment policy statements.
2. All advertisement and print media for major distribution will include the statement that the Imperial Community College District is an Equal Opportunity Employer.
3. All recruiting and employment documents will include the statement that the Imperial Community College District is an Equal Opportunity Employer, and such cases where under-utilization may exist, announcements will actively encourage ethnic minorities and women to apply. All recruiting sources will be informed that the Imperial Community College District is an Equal Opportunity Employer.
4. When employees or students are pictured in any District publication or advertisement, ethnic minorities, females, veterans, older and disabled employees and students will be included when appropriate.
5. Contact will be maintained with the news media, private and public employment agencies, educational institutions, and community minority and female organizations for the purpose of communicating the District's commitment to staff diversity, and equal opportunity in education and employment.

Faculty and Staff Diversity Plan: Responsibility and Plan Administration

Plan Responsibility (Title 5, California Administrative Code, 53041)

Responsibilities and duties:

The Imperial Community College District Governing Board and the Superintendent/President have the overall responsibility for ensuring equal employment opportunity including, but not limited to, recruitment, assignment, promotion, retention, compensation, and training, and for improving representation of minority racial and ethnic groups, women, persons with a disability, and Vietnam-era veterans."

Plan Administration

The Superintendent/President of Imperial Community College District is responsible for the administration of the Faculty and Staff Diversity Program. The responsibility for implementing the program is shared with the vice presidents and is governed by the following guidelines:

1. The Superintendent/President and the vice presidents shall recognize the advancement of women and ethnic minorities as a statewide community college commitment.
2. The Superintendent/President and the vice presidents shall be responsible for requiring that their respective areas assist in conducting vigorous recruitment of female and ethnic minorities to fully address the diversity plan. All job vacancies must yield a diversified pool of qualified women and ethnic minority applicants that

reflect, at minimum, the labor market availability as stated in the college's Faculty and Staff Diversity Plan.

4. The Superintendent/President and the vice presidents shall be fully responsible for taking action to prevent both discrimination and sexual harassment of employees on any level.

Equal Employment Opportunity Officer (Title 5, California Administrative Code, 53042)

Under the Faculty and Staff Diversity Plan, the Superintendent/President shall designate an Equal Employment Opportunity Officer to administer and coordinate the Faculty and Staff Diversity Program. This officer shall report to the Superintendent/ President of the college and his or her responsibilities will include, but not necessarily be limited to, the following:

1. organize, coordinate and administer the Faculty and Staff Diversity Program;
2. develop, disseminate and maintain the Faculty and Staff Diversity Plan, as well as the discrimination and sexual harassment policy statements;
3. assist the District Title IX and ADA Compliance Officers in the administration of their programs;
4. oversee and coordinate the activities of the District Equal Employment Opportunity (EEO) Committee;
5. develop and implement programs and procedures to ensure progress toward achieving the goals set forth in the District's Faculty and Staff Diversity Plan, including recruitment, screening and interviewing, selection and training to comply with equal opportunity laws and guidelines;
6. provide training activities in the areas of equal opportunity, sexual harassment, cultural and gender awareness, and employment procedures for faculty and staff members who participate in employment screening and interviewing committees;
7. serve as liaison, as the need arises, to minority organizations, community action groups, disabled persons and women's organizations concerned with equal opportunity in employment and education;
8. stay current with federal, state and local laws concerning the Faculty and Staff Diversity Program and advise the Board of Trustees, Superintendent/President, EEO Committee and other District personnel of the latest developments in this area;
9. participate in the California Community College Consortium for Equal Opportunity and other professional development activities;
10. conduct discussions with administrators, managers, supervisors, and employees to ascertain that the District Faculty and Staff Diversity Plan is being followed;
11. conduct investigations and resolve complaints of unlawful discrimination and sexual harassment and submit reports to appropriate authorities.

12. make periodic reports to the Chancellor's Office and state and federal compliance agencies as required.

Administrators and Managerial Staff

Administrators and managers are responsible and accountable for the following:

1. compliance with and enforcement of the policies and procedures directed by the District Faculty and Staff Diversity Plan, as well as, discrimination and sexual harassment policy statements;
2. communication with subordinate personnel regarding the plan and policy statements;
3. corrective action required to ensure that employees and students comply with the policies and procedures directed by the District Faculty and Staff Diversity Plan, discrimination and sexual harassment policy statements.

All College Employees

All college employees are responsible for the following:

1. complain with the policies and procedures directed by the District Faculty and Staff Diversity Plan, discrimination and sexual harassment policy statements;
2. encouraging and allowing all ethnic minorities, persons with disabilities and Vietnam-era veterans and female employees the full opportunity to participate in all college sponsored educational, training, recreational and social activities;
3. demonstrating sensitivity and respect for gender, cultural, age, disability, and cultural differences when working with other employees, students and the public;
4. submitting suggestions for strengthening the District's Faculty and Staff Diversity Plan;
5. maintaining awareness of their rights and areas of protection under the District's Faculty and Staff Diversity;

Equal Employment Opportunity Committee (Title 5, California Administrative Code, 53052; California Community College Guidelines, 53052)

The Faculty and Staff Diversity Action Plan shall require that an EEO Committee be established to assist the District to achieve understanding and support of equal employment opportunity policies and programs, and shall assist in developing an equal employment opportunity program in conformity with state and federal statutes, regulations, and guidelines, monitoring its progress and acting as an advisory body to the Equal Employment Opportunity Officer. The membership of the EEO Committee shall include ethnic minorities, women, the disabled and Vietnam-era veterans whenever possible.

a. Committee Functions

The EEO Committee shall meet regularly to review equal employment opportunity goals, policies, and progress, and to make suggestions to the administration through the Equal Employment Opportunity Officer to effectuate a more meaningful Equal Employment Opportunity Program. The Committee should be particularly concerned with the following areas:

- (1) the adequacy of program goals and the effectiveness of the Faculty and Staff Diversity Plan;
- (2) to assist in the review and revision of the Faculty and Staff Diversity Plan;
- (3) to review reports prepared regularly by the Equal Employment Opportunity Officer regarding the District's hiring progress, as it relates to the District equal opportunity goals and timetables, and suggest appropriate actions and/or recommend policy changes as necessary;
- (4) to establish accountability for equal opportunity progress at all levels, the Committee shall be given the opportunity to comment and make recommendations on the assignment of equal opportunity responsibilities to staff as the need arises.
- (5) Consistently monitor the implementation of the Faculty and Staff Diversity Plan policies and procedures to insure that the college is in compliance with state and federal regulations and its own Faculty and Staff Diversity Plan;
- (6) to evaluate whether there is sufficient information distributed to employees clarifying misconceptions regarding equal employment opportunity and relaying actual goals, responsibilities, and progress to date by the college and make suggestions to ensure that this information demonstrates to employees that an effective EEO Program benefits everyone;
- (7) to assist in the recruitment of qualified candidates;
- (8) to assist in the development of training and/or orientation programs so that the Board of Trustees and all employees of the Imperial Community College District will be kept informed of the status of the Faculty and Staff Diversity Plan;
- (9) the Committee may: (a) request periodic reports from the campus person responsible for facilitating campus services to disabled persons; (b) review employment policies regarding other written and unwritten college rules, policies, practices, and procedures affecting persons with a disability; and, (c) suggest revisions of those which may potentially be a cause of complaints of discrimination by disabled persons.

b. Composition and Selection of Committee Members and Orientation

The EEO Committee shall be composed of the Equal Employment Opportunity Officer, representatives from college personnel, and representatives from community organizations whose memberships are truly representative of racial and ethnic minority groups, women, and persons with disabilities. Specifically, the EEO Committee's membership will encompass, but not be limited to, representation from

the California School Employees Association, California Teachers Association, Faculty Academic Senate, American Citizens Club, Hidalgo Society Club, National Association for the Advancement of Colored People, Association of Mexican American Educators, Imperial Valley College Associated Student Government, Quechan Tribal Council, the disabled, and Vietnam-era veterans. Membership will also be considered according to the Board of Trustees' geographical representation whenever possible.

Organizations in the college District that represent protected groups shall be invited to nominate interested individuals to serve on the Committee when a term expires or when a replacement is necessary.

Equal Employment Opportunity Officer shall provide all new committee members with an orientation that includes the following:

- (1) a copy of the Imperial Valley College Faculty and Staff Diversity Plan;
- (2) the annual work force data which details the ethnic and gender representation of employees by occupational categories and departmental grouping;
- (3) a copy of the District rules, policies, and procedures manual as it becomes available; and
- (4) copies of the District's Discrimination Complaint Procedure and alleged dispute form.