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VENTURA COUNTY COMMUNITY COLLEGE DISTRICT **EQUAL EMPLOYMENT OPPORTUNITY PLAN**

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Plan Component 1 - Introduction

The Ventura County Community College District Equal Employment Opportunity Plan (the Plan) was adopted by the Board of Trustees on November 9, 2010. The Plan reflects the District's commitment to equal employment opportunity. ~~It is the District's belief that~~ The District is committed to taking active and vigorous steps to ensure equal employment opportunity and creating a working and academic environment which is welcoming to all, with the expectation that these steps will foster diversity and promote excellence. The Plan's immediate focus is

equal employment opportunity in its recruitment and hiring policies and practices pursuant to the applicable Title 5 regulations (California Code of Regulations, Title 5, § 53000 et seq.) The Plan also includes the requirements for a complaint procedure for noncompliance with the Title 5 provisions relating to equal employment opportunity programs; complaint procedures in instances of unlawful discrimination; establishment of an Equal Employment Opportunity Advisory Committee; methods to support equal employment opportunity and an environment which is welcoming to all; and procedures for the dissemination of the Plan.

Plan Component 2 - Definitions

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.

Diversity: Means 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.

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 in the seven job categories which include executive/administrative/managerial, faculty and other instructional staff, professional non-faculty, secretarial/clerical, technical and paraprofessional, skilled crafts, and services and maintenance. Equal employment opportunity also involves:

1. Identifying and eliminating barriers to employment that are not job related; and
2. Creating an environment that fosters cooperation, acceptance, democracy, and free expression of ideas and that is welcoming to men and women, persons with disabilities, and individuals from all ethnic and other groups protected from discrimination pursuant to California Government Code section 12940.

Equal Employment Opportunity Plan: An "equal employment opportunity plan" is a written document in which the District's workforce is analyzed and specific plans and procedures are set forth for ensuring equal employment opportunity.

Equal Employment Opportunity Programs: "Equal employment opportunity programs" means all the various methods by which equal employment opportunity is ensured. 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.

Ethnic Group Identification: Means an individual's identification in one or more of the ethnic groups reported to the California Community Colleges Chancellor pursuant to Title 5, section 53004. These groups shall be more specifically defined by the California Community Colleges Chancellor consistent with state and federal law.

In-House or Promotional Only Hiring: Means that only existing District employees are allowed to apply for a position.

~~*Longitudinal Analysis:* Means an analysis of data regarding job applicants, for the purpose of identifying whether over multiple job searches, a monitored group is disproportionately failing to move forward from the initial applicant pool to the qualified applicant pool.~~

Monitored Group: Means those groups identified in Title 5, section 53004(b), for which monitoring and reporting is required pursuant to Title 5, section 53004(a).

Person with a Disability: Means any person who: (1) has a physical or mental impairment as defined in California 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. A person with a disability is "limited" if the condition makes the achievement of the major life activity difficult.

Reasonable Accommodation: Means the efforts made on the part of the District in compliance with Government Code section 12926.

Screening or Selection Procedures: Means 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, physical, educational, and work experience requirements, interviews, and review of application materials.

Significantly Underrepresented Group: Means any monitored group for which the percentage of persons from that group employed by the District in any job category listed in Title 5, section 53004(a), is below eighty percent (80%) of the projected representation for that group in the job category in question.

Plan Component 3 - Policy Statement

The Ventura County Community College District is committed to the principles of equal employment opportunity and will implement a comprehensive program to put those principles into practice. It is the District's policy to ensure that all qualified applicants for employment and promotion, both internal and external, have full and equal access to employment opportunities and are not subjected to discrimination in any program or activity of the District on the basis of **age, ethnic group identification, race, color, national origin, religious belief, gender, sex, sexual orientation, physical disability, mental disability, marital status, veteran status, or on the basis of these perceived characteristics**. The District will strive to achieve a work environment that is welcoming to men and women, persons with disabilities, and individuals from all ethnic and other groups protected from discrimination to ensure the District provides an inclusive educational and employment environment. Such an environment fosters cooperation, acceptance, democracy, and free expression of ideas. An Equal Employment Opportunity Plan will be maintained to ensure the implementation of equal employment opportunity principles that conform to federal and state laws.

Plan Component 4 - Delegation of Responsibility, Authority, and Compliance

The Ventura County Community College District's goal will be that its employees promote and support equal employment opportunity because equal employment opportunity requires a commitment and a contribution from every segment of the District's workforce. The general responsibilities for the prompt and effective implementation of this Plan are set forth below.

a. Board of Trustees

The Board of Trustees is ultimately responsible for the proper implementation of the District's Plan at

all levels of District and college operation, and for ensuring equal employment opportunity as described in the Plan.

b. Chancellor

The Board of Trustees delegates to the Chancellor the responsibility for ongoing implementation of the Plan and for providing leadership in supporting the District's equal employment opportunity policies and procedures. The Chancellor shall advise the Board of Trustees concerning statewide policy emanating from the Board of Governors of the California Community Colleges and direct the publication of an annual report on Plan implementation.

c. Equal Employment Opportunity Officer

The District designates the Director of Employment Services as its Equal Employment Opportunity Officer as the party primarily responsible for the day-to-day implementation of the Plan. If the designation of the Equal Employment Opportunity Officer changes before this Plan is next revised, the District will notify employees and applicants for employment of the new designee. The Equal Employment Opportunity Officer is responsible for administering, implementing and monitoring the *Plan* and for assuring compliance with the requirements of Title 5, section 53000 et seq. The Equal Employment Opportunity Officer is also responsible for receiving complaints described in Component 5 of the Plan, and for ensuring that applicant pools and selection procedures are properly monitored.

d. Equal Employment Opportunity Advisory Committee

The District will establish an Equal Employment Opportunity Advisory Committee to act as an advisory body to the Equal Employment Opportunity Officer and the District as a whole to promote understanding and support of equal employment opportunity policies and procedures. The Equal Employment Opportunity Advisory Committee shall assist in the review, update, and implementation of the Plan in compliance with the requirements of Title 5, Section 53000 et seq.

The committee will consist of three faculty members (one from each college) appointed by the Academic Senate Presidents at each college; three classified members appointed in accordance with the agreement between the Ventura County Community College District and the Service Employees International Union, Local 99; and three administrators/managers/supervisors appointed by the Chancellor. Ex officio members shall include the Equal Employment Opportunity Officer (Director of Employment Services) and the Vice Chancellor, Human Resources. The composition of the committee should reflect diversity in, but not be limited to, the areas of race, gender, disability status, belief, age and national origin. Per the requirements of Title 5, section 53005, the Advisory Committee shall receive training in all of the following areas:

- The requirements of subchapter 53003 and the State and federal nondiscrimination laws
- Identification and elimination of bias in hiring
- The educational benefits of workforce diversity; and
- The role of the Advisory Committee in carrying out the District's EEO Plan

e. Agents of the District

Any authorized 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 this Plan.

f. *Good Faith Effort*

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

The District's Equal Employment Opportunity Advisory Committee will assist the District in implementing its Plan. The Equal Employment Opportunity Officer shall be responsible for training the advisory committee on equal employment compliance and the Plan itself. The Equal Employment Opportunity Advisory Committee shall hold a minimum of two meetings per fiscal year, with additional meetings if needed to review EEO and diversity efforts, programs, policies, and progress. When appropriate, the advisory committee shall make recommendations to the Board of Trustees, the Chancellor, and the Equal Employment Opportunity Officer.

Plan Component 5: Complaints

A. Complaints Alleging Violation of the 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 (e.g., violations of current in-house and promotional hiring processes). All complaint forms shall be made available on the District's websites, shall be signed and dated by the complainant, and 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 employment opportunity regulations in Title 5 may constitute a violation of a minimum condition for receipt of state aid. In such a case, a complaint can be filed with the California Community Colleges 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 college and/or District level using the process provided by Title 5, section 53026.

Other complaints filed by any person who believes that EEO regulations have been violated may file a written complaint describing in detail the alleged violation. All complaints filed with the Equal Employment Opportunity Officer or the Vice Chancellor of Human Resources shall be investigated. The Vice Chancellor of Human Resources shall review the complaint, and ensure that an investigation and investigative report with a final determination of the allegations is conducted by the Vice Chancellor or designee. To the extent practicable, a written determination on all accepted written complaints will be issued to the complainant within ninety (90) days of the filing of the complaint. The Equal Employment Opportunity Officer will forward copies of all written complaints to the California Community Colleges Chancellor's Office upon receipt.

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 with no rights to appeal the District's determination.

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

B. 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 Chancellor of Human Resources is responsible for receiving such complaints and shall conduct or assign the investigation in a timely manner in accordance with the process set forth in subsection (a) above.

C. Notification to District Employees

The commitment of the Board of Trustees and the Chancellor to equal employment opportunity is emphasized through the broad dissemination of its Equal Employment Opportunity Policy Statement and Plan. The policy statement will be printed in the college catalogs and class schedules. The Plan and subsequent revisions will be distributed to the District's Board of Trustees, the Chancellor, administrators, the academic senate leadership, union representatives and members of the District Equal Employment Opportunity Advisory Committee. The Plan will be available on the District's website, and when appropriate, may be distributed by e-mail. The Equal Employment Opportunity Policy Statement and Plan will also be posted to the online employee portal to which all District personnel have access.

Plan Component 6 - Training for Screening/Selection Committees

Any employee of the District who is involved in the recruitment, screening and selection of candidates for employment opportunities shall receive appropriate and timely training in compliance with the requirements of the Title 5 regulations on equal employment opportunity (Title 5, section 53000 et seq.); the requirements of federal and state nondiscrimination laws; the requirements of the District's Equal Employment Opportunity Plan; the District's policies on nondiscrimination, recruitment, and hiring; principles of diversity and cultural proficiency; the ~~value of a diverse workforce~~educational benefits of workforce diversity; best practices in serving on selection committees, and recognizing bias. Persons serving in the above capacities will be required to receive training prior to service. This training is mandatory; individuals who have not received this training will not be allowed to serve on screening and selection committees. The Equal Employment Opportunity Officer is responsible for ensuring appropriate training is provided.

Plan Component 7 - Annual Written Notice to Community Organizations

The Equal Employment Opportunity Officer will provide annual written notice to appropriate community-based and professional organizations concerning the Plan. The notice will inform these organizations that they may obtain a copy of the Plan and shall solicit their assistance in identifying diverse qualified candidates. The notice will also include the website address where the District advertises its job openings and email contact information to obtain employment information. A list of organizations that will receive this notice is attached (Attachment A). ~~shall be developed by the Equal Employment Opportunity Advisory Committee.~~ This list may be revised from time to time as necessary.

Plan Component 8 - Analysis of District Workforce and Applicant Pool

The Human Resources Department will annually review the District's workforce composition and will monitor applicants for employment to evaluate the District's progress in implementing the Plan, to provide data needed for reports required by the Plan, to determine any needed additional measures to support diversity and ensure equal employment opportunity, and to determine if significant underrepresentation of a monitored group may be the result of non-job-related factors in the employment process, and to determine whether any monitored group is significantly underrepresented within the District workforce. Monitored groups include men, women, American Indians or Alaskan natives, Asians, Native Hawaiian or Other Pacific Islander, Blacks/African-Americans, Hispanics/Latinos, White, Two or More Races, and persons with disabilities.

For purposes of the data collection and report, each applicant or employee will be afforded the opportunity to voluntarily identify his or her gender, ethnic group identification and, if applicable, his or her disability. A person may designate as many ethnicities as they identify with but shall be counted in only one ethnic group for reporting purposes. This information will be kept confidential and will be separated from the applications that are forwarded to the screening/selection committee and hiring administrator(s). This survey will be done for each college in the District and the District Administrative Center. At least every three years, the Plan will be reviewed and, if necessary, revised based on an analysis of the ethnic group identification, gender, and disability composition of existing staff and of those who have applied for employment in the above-identified job categories.

~~Pursuant to Title 5, section 53004, subdivision(b), each applicant or employee will be afforded the opportunity to self-report and update his/her gender, ethnic group identification, and if applicable, his/her disability information.~~

The District shall annually report to the State Chancellor the employee demographic data. Each employee shall be reported so that he or she may be identified as belonging to one of the following seven job categories:

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

~~For purposes of the data collection and report, each applicant or employee will be afforded the opportunity to voluntarily identify his or her gender, ethnic group identification and, if applicable, his or her disability. A person may designate as many ethnicities as they identify with but shall be counted in only one ethnic group for reporting purposes. This information will be kept confidential and will be separated from the applications that are forwarded to the screening/selection committee and hiring administrator(s). This survey will be done for each college in the District and the District Administrative Center. At least every three years, the Plan will be reviewed and, if necessary, revised based on an analysis of the ethnic group identification, gender, and disability composition of existing staff and of those who have applied for employment in the above-identified job categories.~~ The District's applicant pool, new employee, and workforce composition data for fiscal years 2015-2017 is attached to this report (Attachments B, C, and D).

Plan Component 9. Methods to Address Underrepresentation

Per Title 5, section 53003.c.7, an analysis of the degree to which monitored groups are underrepresented and/or significantly underrepresented in comparison to their representation in the field or job category is required to the extent that the State Chancellor has provided numbers of persons from such groups whom the Chancellor determines to be available and qualified to perform the work required for each such job category. Per the latest

guidelines from the State Chancellor's Office, Districts are advised that this EEO Plan component is not required until such information is provided. When the data becomes available from the State Chancellor's Office, the District will utilize the data to determine if significant underrepresentation of a monitored group exists. In the meantime, the District will continue to implement the strategies listed in Component 10 below to further equal employment opportunity.

The District will continue to implement its hiring procedures and policies in compliance with EEO regulations. In the absence of the State Chancellor's Office availability data, the District will utilize student demographic and other relevant data, as appropriate, to inform its decision making.

Plan Component ~~10~~910. Additional Measures Necessary to Further Equal Employment Opportunity

The District recognizes that multiple approaches are appropriate to fulfill its mission of ensuring equal employment opportunity and the creation of a diverse workforce. Equal employment opportunity means that all qualified individuals have a full and fair opportunity to compete for hiring and promotion and to enjoy the benefits of employment with the District. Equal employment opportunity should exist at all levels and in all job categories. Ensuring equal employment opportunity also involves creating an environment that fosters cooperation, acceptance, democracy, and free expression of ideas and is welcoming to men and women, persons with disabilities, and individuals from all ethnic and other groups protected from discrimination.

The District will employ the following measures to ensure equal employment opportunity:

- Implement practices and procedures to ensure that the application process is accessible to all potential candidates.
- Review recruitment procedures and identify and implement any additional measures that might reasonably be expected to attract candidates from a significantly underrepresented group.
- Review procedures for auditing and updating job descriptions and job qualifications, including procedures for identifying and eliminating dated or otherwise non-job related criteria that may act as barriers to traditionally excluded groups.
- Review the employee demographic data to determine if significant underrepresentation of a monitored group may be the result of non-job related factors in the employment process which includes recruitment, hiring, retention and promotion.
- Include guest speakers from underrepresented groups who are in leadership positions and who may inspire students and employees alike.
- Implement recruitment strategies designed to maximize the diversity of applicant pools and qualified applicant pools.
- Implement protocols for screening and hiring committees to follow with respect to screening, interviewing, and evaluating candidates.

Plan Component ~~10~~11. Persons with Disabilities

Districts shall ensure that applicants and employees with disabilities receive reasonable accommodations consistent with the requirements of California Government Code sections 11135 et seq. and 12940, subdivision (m), section 504, of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. Such accommodations may include, but are not limited to, job site modifications, job restructuring, part-time work schedules, flexible scheduling, reassignment to a reasonably equivalent vacant position, adaptive equipment, and auxiliary aids such as readers, interpreters, and note takers.

Attachment A: List of Community Organizations to Receive Annual Written Notice

Community Advocacy Coalition

League of United Latin American Citizens

P.O. Box 369

Oxnard, CA 93032-0369

National Association for the Advancement of Colored People

1215 K Street, Suite 609

Sacramento, CA 95814

Ventura County Workforce Development Board

855 Partridge Drive

Ventura, CA 93003

Central Coast Alliance for a Sustainable Economy

Ventura

2021 Sperry Ave. #9

Ventura, CA 93003

Oxnard

4225 Saviers Road #2

Oxnard, CA 93033

Santa Paula

217 N. 10th St. #7

Santa Paula, CA 93060

Black American Political Association of California

P.O. Box 5262

Oxnard, CA 93031

Attachment B: Applicant Pool Composition Data

Fiscal Year 2015 Applicant Pool Composition Data*

	Female		Male		Undisclosed		Total	American Indian or Alaska Native		Asian		Black or African American		Declined to State/Unknown		Hispanic/Latino		Native Hawaiian or Pacific Islander		Two or More Races		White		Total Diverse (Ethnicity)	
	Total	%	Total	%	Total	%	Total	Total	%	Total	%	Total	%	Total	%	Total	%	Total	%	Total	%	Total	%	Total	%
Full Time Faculty	930	48.5%	882	46.0%	106	5.5%	1918	6	0.3%	155	8.1%	129	6.7%	263	13.7%	200	10.4%	5	0.3%	160	8.3%	1000	52.1%	655	39.6%
Part Time Faculty	954	49.6%	843	43.9%	125	6.5%	1922	9	0.5%	153	8.0%	126	6.6%	263	13.7%	185	9.6%	2	0.1%	165	8.6%	1019	53.0%	640	38.6%
Faculty Subtotal	1884	49.1%	1725	44.9%	231	6.0%	3840	15	0.4%	308	8.0%	255	6.6%	526	13.7%	385	10.0%	7	0.2%	325	8.5%	2019	52.6%	1295	39.1%
Executive-Administrative	45	39.5%	66	57.9%	3	2.6%	114	0	0.0%	9	7.9%	17	14.9%	12	10.5%	18	15.8%	0	0.0%	4	3.5%	54	47.4%	48	47.1%
Professional Non-Faculty	162	75.3%	49	22.8%	4	1.9%	215	3	1.4%	23	10.7%	7	3.3%	19	8.8%	45	20.9%	1	0.5%	27	12.6%	97	45.1%	106	54.1%
Secretarial Clerical	244	82.2%	33	11.1%	20	6.7%	297	3	1.0%	15	5.1%	11	3.7%	33	11.1%	53	17.8%	3	1.0%	46	15.5%	133	44.8%	131	49.6%
Service and Maintenance	15	21.4%	54	77.1%	1	1.4%	70	0	0.0%	1	1.4%	1	1.4%	5	7.1%	29	41.4%	1	1.4%	13	18.6%	20	28.6%	45	69.2%
Skilled Craft	0	0.0%	13	100%	0	0.0%	13	0	0.0%	1	7.7%	0	0.0%	1	7.7%	3	23.1%	0	0.0%	1	7.7%	7	53.8%	5	41.7%
Technical and Paraprofessional	254	70.0%	94	25.9%	15	4.1%	363	2	0.6%	27	7.4%	12	3.3%	37	10.2%	82	22.6%	3	0.8%	43	11.8%	157	43.3%	169	51.8%
Classified Subtotal	720	67.2%	309	28.8%	43	4.0%	1072	8	0.7%	76	7.1%	48	4.5%	107	10.0%	230	21.5%	8	0.7%	134	12.5%	468	43.7%	504	52.2%
Totals	2604	53.0%	2034	41.4%	274	5.6%	4912	23	0.5%	384	7.8%	303	6.2%	633	12.9%	615	12.5%	15	0.3%	459	9.3%	2487	50.6%	1799	42.0%

Fiscal Year 2016 Applicant Pool Composition Data*

	Female		Male		Undisclosed		Total	American Indian or Alaska Native		Asian		Black or African American		Declined to State/Unknown		Hispanic/Latino		Native Hawaiian or Pacific Islander		Two or More Races		White		Total Diverse (Ethnicity)	
	Total	%	Total	%	Total	%	Total	Total	%	Total	%	Total	%	Total	%	Total	%	Total	%	Total	%	Total	%	Total	%
Full Time Faculty	1127	48.5%	1074	46.3%	121	5.2%	2322	12	0.5%	216	9.3%	173	7.5%	278	12.0%	310	13.4%	12	0.5%	203	8.7%	1118	48.1%	926	45.3%
Part Time Faculty	553	50.2%	503	45.6%	46	4.2%	1102	7	0.6%	121	11.0%	73	6.6%	111	10.1%	121	11.0%	5	0.5%	66	6.0%	598	54.3%	393	39.7%
Faculty Subtotal	1680	49.1%	1577	46.1%	167	4.9%	3424	19	0.6%	337	9.8%	246	7.2%	389	11.4%	431	12.6%	17	0.5%	269	7.9%	1716	50.1%	1319	43.5%
Executive-Administrative	77	36.2%	128	60.1%	8	3.8%	213	1	0.5%	19	8.9%	44	20.7%	18	8.5%	14	6.6%	0	0.0%	16	7.5%	101	47.4%	94	48.2%
Professional Non-Faculty	166	69.5%	62	25.9%	11	4.6%	239	0	0.0%	9	3.8%	18	7.5%	19	7.9%	70	29.3%	0	0.0%	22	9.2%	101	42.3%	119	54.1%
Secretarial Clerical	164	82.8%	26	13.1%	8	4.0%	198	1	0.5%	7	3.5%	7	3.5%	10	5.1%	51	25.8%	2	1.0%	30	15.2%	90	45.5%	98	52.1%
Service and Maintenance	9	11.7%	66	85.7%	2	2.6%	77	0	0.0%	2	2.6%	4	5.2%	9	11.7%	31	40.3%	3	3.9%	9	11.7%	19	24.7%	49	72.1%
Skilled Craft	0	0.0%	32	100%	0	0.0%	32	0	0.0%	0	0.0%	3	9.4%	0	0.0%	7	21.9%	0	0.0%	3	9.4%	19	59.4%	13	40.6%
Technical and Paraprofessional	399	69.2%	165	28.6%	13	2.3%	577	1	0.2%	47	8.1%	41	7.1%	33	5.7%	175	30.3%	2	0.3%	67	11.6%	211	36.6%	333	61.2%
Classified Subtotal	815	61.0%	479	35.9%	42	3.1%	1336	3	0.2%	84	6.3%	117	8.8%	89	6.7%	348	26.0%	7	0.5%	147	11.0%	541	40.5%	706	56.6%
Totals	2495	52.4%	2056	43.2%	209	4.4%	4760	22	0.5%	421	8.8%	363	7.6%	478	10.0%	779	16.4%	24	0.5%	416	8.7%	2257	47.4%	2025	47.3%

Fiscal Year 2017 Applicant Pool Composition Data*

	Female		Male		Undisclosed		Total	American Indian or Alaska Native		Asian		Black or African American		Declined to State/Unknown		Hispanic/Latino		Native Hawaiian or Pacific Islander		Two or More Races		White		Total Diverse (Ethnicity)	
	Total	%	Total	%	Total	%	Total	Total	%	Total	%	Total	%	Total	%	Total	%	Total	%	Total	%	Total	%	Total	%
Full Time Faculty	714	41.1%	965	55.6%	58	3.3%	1737	8	0.5%	169	9.7%	84	4.8%	94	5.4%	239	13.8%	4	0.2%	127	7.3%	1012	58.3%	631	38.4%
Part Time Faculty	952	49.5%	890	46.3%	82	4.3%	1924	5	0.3%	244	12.7%	111	5.8%	139	7.2%	255	13.3%	7	0.4%	103	5.4%	1060	55.1%	725	40.6%
Faculty Subtotal	1666	45.5%	1855	50.7%	140	3.8%	3661	13	0.4%	413	11.3%	195	5.3%	233	6.4%	494	13.5%	11	0.3%	230	6.3%	2072	56.6%	1356	39.6%
Executive-Administrative	211	45.0%	247	52.7%	11	2.3%	469	4	0.9%	35	7.5%	66	14.1%	22	4.7%	69	14.7%	2	0.4%	25	5.3%	246	52.5%	201	45.0%
Professional Non-Faculty	57	51.4%	53	47.7%	1	0.9%	111	0	0.0%	13	11.7%	6	5.4%	4	3.6%	22	19.8%	1	0.9%	6	5.4%	59	53.2%	48	44.9%
Secretarial Clerical	1045	81.7%	206	16.1%	28	2.2%	1279	6	0.5%	91	7.1%	53	4.1%	44	3.4%	518	40.5%	6	0.5%	96	7.5%	465	36.4%	770	62.3%
Service and Maintenance	31	23.7%	97	74.0%	3	2.3%	131	0	0.0%	6	4.6%	6	4.6%	4	3.1%	55	42.0%	1	0.8%	17	13.0%	42	32.1%	85	66.9%
Skilled Craft	0	0.0%	8	100%	0	0.0%	8	0	0.0%	0	0.0%	1	12.5%	0	0.0%	0	0.0%	0	0.0%	1	12.5%	6	75.0%	2	25.0%
Technical and Paraprofessional	431	54.3%	353	44.5%	10	1.3%	794	5	0.6%	78	9.8%	44	5.5%	25	3.1%	285	35.9%	5	0.6%	45	5.7%	307	38.7%	462	60.1%
Classified Subtotal	1775	63.6%	964	34.5%	53	1.9%	2792	15	0.5%	223	8.0%	176	6.3%	99	3.5%	949	34.0%	15	0.5%	190	6.8%	1125	40.3%	1568	58.2%
Totals	3441	53.3%	2819	43.7%	193	3.0%	6453	28	0.4%	636	9.9%	371	5.7%	332	5.1%	1443	22.4%	26	0.4%	420	6.5%	3197	49.5%	2924	47.8%

Applicants who declined to state their ethnic or racial identification were removed were not included when calculating total diversity.

Recruitment Period	Declined to State/Unknown
2014-2015	12.9%
2015-2016	10.0%
2016-2017	5.1%

*The data represents those applicants that were minimally qualified based on the minimum qualification standards established by the California Community Colleges Board of Governors or Personnel Commission.

Attachment C: New Employee Composition Data

Fiscal Year 2015 New Employee Composition Data

	Female		Male		Undisclosed		Total	American Indian or Alaska Native		Asian		Black or African American		Declined to State/Unknown		Hispanic/Latino		Native Hawaiian or Pacific Islander		Two or More Races		White		Total Diverse (Ethnicity)	
	Total	%	Total	%	Total	%	Total	Total	%	Total	%	Total	%	Total	%	Total	%	Total	%	Total	%	Total	%	Total	%
Full Time Faculty	18	56.3%	13	40.6%	1	3.1%	32	0	0.0%	2	6.3%	0	0.0%	4	12.5%	6	18.8%	0	0.0%	4	12.5%	16	50.0%	12	42.9%
Part Time Faculty	92	56.1%	66	40.2%	6	3.7%	164	1	0.6%	12	7.3%	5	3.0%	17	10.4%	16	9.8%	1	0.6%	10	6.1%	102	62.2%	45	30.6%
Faculty Subtotal	110	56.1%	79	40.3%	7	3.6%	196	1	0.5%	14	7.1%	5	2.6%	21	10.7%	22	11.2%	1	0.5%	14	7.1%	118	60.2%	57	32.6%
Executive-Administrative	3	60.0%	2	40.0%	0	0.0%	5	0	0.0%	2	40.0%	0	0.0%	0	0.0%	1	20.0%	0	0.0%	0	0.0%	2	40.0%	3	60.0%
Professional Non-Faculty	9	90.0%	0	0.0%	1	10.0%	10	0	0.0%	0	0.0%	0	0.0%	0	0.0%	4	40.0%	0	0.0%	1	10.0%	5	50.0%	5	50.0%
Secretarial Clerical	12	85.7%	1	7.1%	1	7.1%	14	1	7.1%	1	7.1%	0	0.0%	0	0.0%	4	28.6%	0	0.0%	3	21.4%	5	35.7%	9	64.3%
Service and Maintenance	2	22.2%	7	77.8%	0	0.0%	9	0	0.0%	0	0.0%	0	0.0%	0	0.0%	5	55.6%	0	0.0%	2	22.2%	2	22.2%	7	77.8%
Skilled Craft	0	0.0%	2	100%	0	0.0%	2	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	2	100.0%	0	0.0%
Technical and Paraprofessional	10	66.7%	4	26.7%	1	6.7%	15	0	0.0%	3	20.0%	0	0.0%	1	6.7%	2	13.3%	0	0.0%	0	0.0%	9	60.0%	5	35.7%
Classified Subtotal	36	65.5%	16	29.1%	3	5.5%	55	1	1.8%	6	10.9%	0	0.0%	1	1.8%	16	29.1%	0	0.0%	6	10.9%	25	45.5%	29	53.7%
Totals	146	58.2%	95	37.8%	10	4.0%	251	2	0.8%	20	8.0%	5	2.0%	22	8.8%	38	15.1%	1	0.4%	20	8.0%	143	57.0%	86	37.6%

Fiscal Year 2016 New Employee Composition Data

	Female		Male		Undisclosed		Total	American Indian or Alaska Native		Asian		Black or African American		Declined to State/Unknown		Hispanic/Latino		Native Hawaiian or Pacific Islander		Two or More Races		White		Total Diverse (Ethnicity)	
	Total	%	Total	%	Total	%	Total	Total	%	Total	%	Total	%	Total	%	Total	%	Total	%	Total	%	Total	%	Total	%
Full Time Faculty	30	55.6%	22	40.7%	2	3.7%	54	0	0.0%	4	7.4%	2	3.7%	5	9.3%	13	24.1%	0	0.0%	3	5.6%	27	50.0%	22	44.9%
Part Time Faculty	70	58.3%	49	40.8%	1	0.8%	120	1	0.8%	11	9.2%	2	1.7%	3	2.5%	16	13.3%	0	0.0%	4	3.3%	83	69.2%	34	29.1%
Faculty Subtotal	100	57.5%	71	40.8%	3	1.7%	174	1	0.6%	15	8.6%	4	2.3%	8	4.6%	29	16.7%	0	0.0%	7	4.0%	110	63.2%	56	33.7%
Executive-Administrative	4	40.0%	5	50.0%	1	10.0%	10	0	0.0%	0	0.0%	0	0.0%	2	20.0%	3	30.0%	0	0.0%	0	0.0%	5	50.0%	3	37.5%
Professional Non-Faculty	10	83.3%	2	16.7%	0	0.0%	12	0	0.0%	1	8.3%	2	16.7%	1	8.3%	4	33.3%	0	0.0%	2	16.7%	2	16.7%	9	81.8%
Secretarial Clerical	6	85.7%	0	0.0%	1	14.3%	7	0	0.0%	0	0.0%	0	0.0%	1	14.3%	1	14.3%	0	0.0%	0	0.0%	5	71.4%	1	16.7%
Service and Maintenance	0	0.0%	8	100%	0	0.0%	8	0	0.0%	0	0.0%	0	0.0%	1	12.5%	5	62.5%	1	12.5%	1	12.5%	0	0.0%	7	100%
Skilled Craft	0	0.0%	4	100%	0	0.0%	4	0	0.0%	0	0.0%	0	0.0%	0	0.0%	1	25.0%	0	0.0%	0	0.0%	3	75.0%	1	25.0%
Technical and Paraprofessional	32	74.4%	10	23.3%	1	2.3%	43	0	0.0%	6	14.0%	1	2.3%	2	4.7%	17	39.5%	0	0.0%	6	14.0%	11	25.6%	30	73.2%
Classified Subtotal	52	61.9%	29	34.5%	3	3.6%	84	0	0.0%	7	8.3%	3	3.6%	7	8.3%	31	36.9%	1	1.2%	9	10.7%	26	31.0%	51	66.2%
Totals	152	58.9%	100	38.8%	6	2.3%	258	1	0.4%	22	8.5%	7	2.7%	15	5.8%	60	23.3%	1	0.4%	16	6.2%	136	52.7%	107	44.0%

Fiscal Year 2017 New Employee Composition Data

	Female		Male		Undisclosed		Total	American Indian or Alaska Native		Asian		Black or African American		Declined to State/Unknown		Hispanic/Latino		Native Hawaiian or Pacific Islander		Two or More Races		White		Total Diverse (Ethnicity)	
	Total	%	Total	%	Total	%	Total	Total	%	Total	%	Total	%	Total	%	Total	%	Total	%	Total	%	Total	%	Total	%
Full Time Faculty	26	63.4%	14	34.1%	1	2.4%	41	0	0.0%	0	0.0%	3	7.3%	3	7.3%	4	9.8%	0	0.0%	5	12.2%	26	63.4%	12	31.6%
Part Time Faculty	103	59.5%	68	39.3%	2	1.2%	173	1	0.6%	19	11.0%	5	2.9%	7	4.0%	25	14.5%	1	0.6%	21	12.1%	94	54.3%	72	43.4%
Faculty Subtotal	129	60.3%	82	38.3%	3	1.4%	214	1	0.5%	19	8.9%	8	3.7%	10	4.7%	29	13.6%	1	0.5%	26	12.1%	120	56.1%	84	41.2%
Executive-Administrative	11	57.9%	8	42.1%	0	0.0%	19	0	0.0%	3	15.8%	3	15.8%	0	0.0%	4	21.1%	0	0.0%	0	0.0%	9	47.4%	10	52.6%
Professional Non-Faculty	3	50.0%	3	50.0%	0	0.0%	6	0	0.0%	2	33.3%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	4	66.7%	2	33.3%
Secretarial Clerical	23	88.5%	3	11.5%	0	0.0%	26	0	0.0%	2	7.7%	0	0.0%	2	7.7%	13	50.0%	0	0.0%	2	7.7%	7	26.9%	17	70.8%
Service and Maintenance	1	20.0%	4	80.0%	0	0.0%	5	0	0.0%	0	0.0%	0	0.0%	0	0.0%	2	40.0%	1	20.0%	2	40.0%	0	0.0%	5	100%
Skilled Craft	0	0.0%	1	100%	0	0.0%	1	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	1	100.0%	0	0.0%
Technical and Paraprofessional	23	56.1%	18	43.9%	0	0.0%	41	1	2.4%	3	7.3%	2	4.9%	0	0.0%	9	22.0%	0	0.0%	1	2.4%	25	61.0%	16	39.0%
Classified Subtotal	61	62.2%	37	37.8%	0	0.0%	98	1	1.0%	10	10.2%	5	5.1%	2	2.0%	28	28.6%	1	1.0%	5	5.1%	46	46.9%	50	52.1%
Totals	190	60.9%	119	38.1%	3	1.0%	312	2	0.6%	29	9.3%	13	4.2%	12	3.8%	57	18.3%	2	0.6%	31	9.9%	166	53.2%	134	44.7%

Applicants who declined to state their ethnic or racial identification were removed were not included when calculating total diversity.

Recruitment Period	Declined to State/Unknown
2014-2015	8.8%
2015-2016	5.8%
2016-2017	3.8%

Attachment D: Workforce Composition Data

Fall 2014 (4th week) Workforce Composition Data

	Female		Male		Undisclosed		Total	American Indian or Alaska Native		Asian		Black or African American		Declined to State/Unknown		Hispanic/Latino		Native Hawaiian or Pacific Islander		Two or More Races		White		Total Diverse (Ethnicity)	
	Total	%	Total	%	Total	%	Total	Total	%	Total	%	Total	%	Total	%	Total	%	Total	%	Total	%	Total	%	Total	%
Full Time Faculty	209	53.5%	182	46.5%	0	0.0%	391	1	0.3%	32	8.2%	12	3.1%	8	2.0%	77	19.7%	1	0.3%	12	3.1%	248	63.4%	135	35.2%
Part Time Faculty	377	50.4%	371	49.6%	0	0.0%	748	4	0.5%	41	5.5%	21	2.8%	18	2.4%	104	13.9%	2	0.3%	13	1.7%	545	72.9%	185	25.3%
Faculty Subtotal	586	51.4%	553	48.6%	0	0.0%	1139	5	0.4%	73	6.4%	33	2.9%	26	2.3%	181	15.9%	3	0.3%	25	2.2%	793	69.6%	320	28.8%
Executive-Administrative	17	51.5%	16	48.5%	0	0.0%	33	0	0.0%	2	6.1%	5	15.2%	0	0.0%	2	6.1%	0	0.0%	0	0.0%	23	69.7%	9	27.3%
Professional Non-Faculty	18	64.3%	10	35.7%	0	0.0%	28	0	0.0%	2	7.1%	1	3.6%	1	3.6%	2	7.1%	0	0.0%	1	3.6%	21	75.0%	6	22.2%
Secretarial Clerical	125	91.2%	12	8.8%	0	0.0%	137	0	0.0%	4	2.9%	4	2.9%	2	1.5%	49	35.8%	0	0.0%	1	0.7%	77	56.2%	58	43.0%
Service and Maintenance	19	19.8%	77	80.2%	0	0.0%	96	0	0.0%	6	6.3%	6	6.3%	2	2.1%	48	50.0%	0	0.0%	0	0.0%	34	35.4%	60	63.8%
Skilled Craft	0	0.0%	19	100.0%	0	0.0%	19	0	0.0%	0	0.0%	0	0.0%	1	5.3%	4	21.1%	0	0.0%	1	5.3%	13	68.4%	5	27.8%
Technical and Paraprofessional	102	62.6%	61	37.4%	0	0.0%	163	1	0.6%	5	3.1%	5	3.1%	4	2.5%	42	25.8%	0	0.0%	5	3.1%	94	57.7%	58	36.5%
Classified Subtotal	281	59.0%	195	41.0%	0	0.0%	476	1	0.2%	19	4.0%	21	4.4%	10	2.1%	147	30.9%	0	0.0%	8	1.7%	262	55.0%	196	42.1%
Totals	867	53.7%	748	46.3%	0	0.0%	1615	6	0.4%	92	5.7%	54	3.3%	36	2.2%	328	20.3%	3	0.2%	33	2.0%	1055	65.3%	516	32.7%

Fall 2015 (4th week) Workforce Composition Data

	Female		Male		Undisclosed		Total	American Indian or Alaska Native		Asian		Black or African American		Declined to State/Unknown		Hispanic/Latino		Native Hawaiian or Pacific Islander		Two or More Races		White		Total Diverse (Ethnicity)	
	Total	%	Total	%	Total	%	Total	Total	%	Total	%	Total	%	Total	%	Total	%	Total	%	Total	%	Total	%	Total	%
Full Time Faculty	213	53.1%	188	46.9%	0	0.0%	401	1	0.2%	34	8.5%	11	2.7%	11	2.7%	80	20.0%	1	0.2%	12	3.0%	251	62.6%	139	35.6%
Part Time Faculty	421	51.5%	396	48.5%	0	0.0%	817	5	0.6%	45	5.5%	24	2.9%	18	2.2%	129	15.8%	2	0.2%	20	2.4%	574	70.3%	225	28.2%
Faculty Subtotal	634	52.1%	584	47.9%	0	0.0%	1218	6	0.5%	79	6.5%	35	2.9%	29	2.4%	209	17.2%	3	0.2%	32	2.6%	825	67.7%	364	30.6%
Executive-Administrative	18	48.6%	19	51.4%	0	0.0%	37	0	0.0%	3	8.1%	2	5.4%	0	0.0%	5	13.5%	0	0.0%	0	0.0%	27	73.0%	10	27.0%
Professional Non-Faculty	17	65.4%	9	34.6%	0	0.0%	26	0	0.0%	2	7.7%	2	7.7%	1	3.8%	2	7.7%	0	0.0%	1	3.8%	18	69.2%	7	28.0%
Secretarial Clerical	132	89.8%	15	10.2%	0	0.0%	147	0	0.0%	4	2.7%	4	2.7%	2	1.4%	59	40.1%	0	0.0%	2	1.4%	76	51.7%	69	47.6%
Service and Maintenance	17	16.7%	85	83.3%	0	0.0%	102	0	0.0%	5	4.9%	5	4.9%	2	2.0%	46	45.1%	0	0.0%	0	0.0%	34	33.3%	56	56.0%
Skilled Craft	0	0.0%	18	100.0%	0	0.0%	18	0	0.0%	0	0.0%	0	0.0%	0	0.0%	5	27.8%	0	0.0%	1	5.6%	12	66.7%	6	33.3%
Technical and Paraprofessional	111	62.7%	66	37.3%	0	0.0%	177	1	0.6%	17	9.6%	5	2.8%	3	1.7%	49	27.7%	0	0.0%	7	4.0%	95	53.7%	79	45.4%
Classified Subtotal	295	58.2%	212	41.8%	0	0.0%	507	1	0.2%	31	6.1%	18	3.6%	8	1.6%	166	32.7%	0	0.0%	11	2.2%	262	51.7%	227	45.5%
Totals	929	53.9%	796	46.1%	0	0.0%	1725	7	0.4%	110	6.4%	53	3.1%	37	2.1%	375	21.7%	3	0.2%	43	2.5%	1087	63.0%	591	35.0%

Fall 2016 (4th week) Workforce Composition Data

	Female		Male		Undisclosed		Total	American Indian or Alaska Native		Asian		Black or African American		Declined to State/Unknown		Hispanic/Latino		Native Hawaiian or Pacific Islander		Two or More Races		White		Total Diverse (Ethnicity)	
	Total	%	Total	%	Total	%	Total	Total	%	Total	%	Total	%	Total	%	Total	%	Total	%	Total	%	Total	%	Total	%
Full Time Faculty	236	53.9%	202	46.1%	0	0.0%	438	1	0.2%	37	8.4%	12	2.7%	10	2.3%	94	21.5%	1	0.2%	11	2.5%	272	62.1%	156	36.4%
Part Time Faculty	392	50.5%	385	49.5%	0	0.0%	777	5	0.6%	46	5.9%	23	3.0%	18	2.3%	118	15.2%	0	0.0%	19	2.4%	548	70.5%	211	27.8%
Faculty Subtotal	628	51.7%	587	48.3%	0	0.0%	1215	6	0.5%	83	6.8%	35	2.9%	28	2.3%	212	17.4%	1	0.1%	30	2.5%	820	67.5%	367	30.9%
Executive-Administrative	18	37.5%	30	62.5%	0	0.0%	48	0	0.0%	2	4.2%	2	4.2%	1	2.1%	11	22.9%	0	0.0%	0	0.0%	32	66.7%	15	31.9%
Professional Non-Faculty	18	64.3%	10	35.7%	0	0.0%	28	0	0.0%	2	7.1%	2	7.1%	1	3.6%	3	10.7%	0	0.0%	1	3.6%	19	67.9%	8	29.6%
Secretarial Clerical	137	88.4%	18	11.6%	0	0.0%	155	0	0.0%	4	2.6%	5	3.2%	2	1.3%	63	40.6%	0	0.0%	3	1.9%	77	49.7%	75	49.0%
Service and Maintenance	21	19.3%	88	80.7%	0	0.0%	109	1	0.9%	5	4.6%	5	4.6%	1	0.9%	61	56.0%	1	0.9%	1	0.9%	35	32.1%	74	68.5%
Skilled Craft	0	0.0%	20	100.0%	0	0.0%	20	0	0.0%	0	0.0%	0	0.0%	0	0.0%	5	25.0%	0	0.0%	1	5.0%	14	70.0%	6	30.0%
Technical and Paraprofessional	123	65.8%	64	34.2%	0	0.0%	187	1	0.5%	18	9.6%	4	2.1%	3	1.6%	57	30.5%	0	0.0%	8	4.3%	96	51.3%	88	47.8%
Other	0	0.0%	2	100.0%	0	0.0%	2	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	2	100.0%	0	0.0%
Unknown	2	33.3%	4	66.7%	0	0.0%	6	0	0.0%	0	0.0%	0	0.0%	1	16.7%	1	16.7%	0	0.0%	0	0.0%	4	66.7%	1	20.0%
Classified Subtotal	319	57.5%	236	42.5%	0	0.0%	555	2	0.4%	31	5.6%	18	3.2%	8	1.4%	200	36.0%	1	0.2%	14	2.5%	273	49.2%	266	48.6%
Totals	947	53.5%	823	46.5%	0	0.0%	1770	8	0.5%	114	6.4%	53	3.0%	36	2.0%	412	23.3%	2	0.1%	44	2.5%	1093	61.8%	633	36.5%

Applicants who declined to state their ethnic or racial identification were removed were not included when calculating total diversity.

Fiscal Year	Declined to State/Unknown
2014-2015	2.2%
2015-2016	2.1%
2016-2017	2.0%

Review:

EEO Advisory Committee 10/6/17

DCHR: 11/9/17, 01/11/18