



CERRITOS COMMUNITY COLLEGE DISTRICT
EQUAL EMPLOYMENT OPPORTUNITY PLAN

May 2017

OFFICE OF HUMAN RESOURCES

ADOPTED BY THE BOARD: May 3, 2017

**Cerritos College
Equal Employment Opportunity Plan**

**CERRITOS COLLEGE
EQUAL EMPLOYMENT OPPORTUNITY (EEO) PLAN**

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Cerritos College
Equal Employment Opportunity Plan

I. Introduction

The Cerritos Community College District recognizes that diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students. The District's Equal Employment Opportunity Plan ("Plan") was adopted by the Board of Trustees on May 21, 2014, and reflects the District's commitment to support the goals of equal opportunity and diversity, and to provide equal consideration for all qualified candidates. Creating a working and academic environment that is welcoming to all fosters diversity and promotes excellence.

The Plan's immediate focus is equal employment opportunity in its recruitment and hiring policies and practices pursuant to applicable Title 5 regulations (section 53000 et seq.), and the steps the District shall take in the event of underrepresentation of monitored groups.

The District is committed to hiring and retaining faculty and staff who are sensitive to, and knowledgeable about, the needs of the continually changing student body and community it serves. Through an educational experience in an inclusive environment, our students will be better prepared to work and live as productive participants in the global community.

Jose Fierro, D.V.M., Ph.D.
Cerritos College President/Superintendent

**CERRITOS COMMUNITY COLLEGE DISTRICT
Resolution No 17-0503A**

**RESOLUTION OF THE BOARD OF TRUSTEES
OF THE CERRITOS 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.

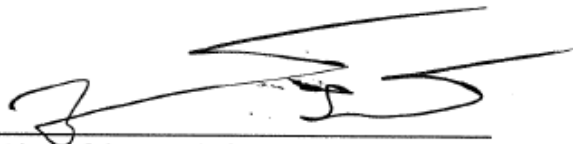
NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Cerritos Community College District hereby adopts the attached Equal Employment Opportunity Plan.

APPROVED, PASSED, AND ADOPTED by the Board of Trustees of the Cerritos Community College District on this 3rd day of May 2017, by the following vote:

AYES: 6

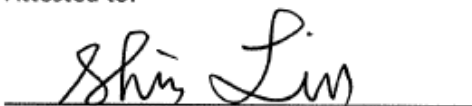
NOES: 0

ABSTENTIONS 0



President of the Board of Trustees of the Cerritos
Community College District

Attested to:



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

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II. Definitions

California Code of Regulations, Title 5, Section 53001

1) Adverse Impact: "Adverse impact" means that a statistical measure (such as those outlined in the Equal Employment Opportunity Commission's "Uniform Guidelines on Employee Selection Procedures") 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) Business Necessity: "Business necessity" means circumstances that justify an exception to the requirements of section 53012(b)(1) because compliance with that section would result in substantial additional financial cost to the District or pose a significant threat to human life or safety. Business necessity requires greater financial cost than mere business convenience. Business necessity does not exist where there is an alternative that will serve business needs equally well.

3) Diversity: "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. Diverse workplaces include qualified individuals from groups that have been historically excluded from that workplace.

4) Equal Employment Opportunity: "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 per Title 5, which include executive/administrative/managerial, faculty and other instructional staff, professional non-faculty, secretarial/clerical, technical and paraprofessional, skilled crafts, and service and maintenance. Equal employment opportunity also involves:

- (a) identifying and eliminating barriers to employment that are not job related; and
- (b) creating an environment which 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 pursuant to Government Code section 12940.

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5) Equal Employment Opportunity Plan: An "equal employment opportunity plan" is a written document in which a district's work force is analyzed and specific plans and procedures are set forth for ensuring equal employment opportunity.

6) 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, and actively recruiting, monitoring and taking additional steps consistent with Title 5 regulations and this Plan.

7) a) Ethnic Minorities: "Ethnic minorities" means American Indians or Alaskan Natives (Native Americans), Asians, Pacific Islanders, Blacks/African-Americans, and Hispanics/Latinos.

b) Ethnic Group Identification: "Ethnic group identification" means an individual's identification in one or more of the ethnic groups reported to the Chancellor pursuant to Title 5, Section 53004. These groups shall be more specifically defined by the Chancellor consistent with state and federal law.

8) Goals for Persons with Disabilities: "Goals for persons with disabilities" means a statement that the District will strive to attract and hire qualified persons with disabilities, consistent with its commitment to promoting equal employment opportunity and diversity at all levels of the workforce. To the extent Title 5 sets forth specific obligations to foster the representation of qualified disabled individuals in the workplace, "goals for person with disabilities" also means a statement in compliance with those obligations. The term "goals" does not refer to "quotas" or rigid proportions.

9) In-House or Promotional Only Hiring: "In-house or promotional only" hiring means that only existing District regular employees are allowed to apply for a position.

10) Monitored Group: "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).

11) Person with a Disability: "Person with a disability" means 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. A person with a disability is "limited" if the condition makes the achievement of the major life activity difficult.

12) Projected Representation: "Projected representation" means the percentage of persons from a monitored group determined by the Chancellor to be available and qualified to perform the work in question. In the absence of a determination by the Chancellor, projected representation is given no alternate meaning or application in this Plan.

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13) Reasonable Accommodation: "Reasonable accommodation" means the efforts made on the part of the District to allow disabled applicants to access the job application process and allow disabled employees to perform the essential functions of their positions, consistent with the District's legal obligations under the Americans with Disabilities Act and the California Fair Employment and Housing Act. "Reasonable Accommodation" may include the items designated in Title 5, Section 53025.

14) Screening or Selection Procedures: "Screening or selection procedure" 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, and physical, educational, and work experience requirements, interviews, and review of application forms.

15) Significantly Underrepresented Group: "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 section 53004(a) is below eighty percent (80%) of the projected representation for that group in the job category in question.

16) Target Date: "Target date" means a point in time by which the District plans to meet an established goal for persons with disabilities and, thereby, achieve projected representation in a particular job category.

17) Timetable: "Timetable" means a set of specific annual hiring objectives that will lead to meeting a goal for persons with disabilities by a projected target date.

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III. Policy Statement

California Code of Regulations, Title 5, Section 53002

The Board of Trustees of the Cerritos Community College District (“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 put those principles into practice.

It is the policy¹ of the District 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, on the basis of these perceived characteristics, or on association with a person or group with one or more of these actual or perceived characteristics. The District will strive to maintain a workplace that is welcoming to individuals from all such groups; appreciates the contributions of individuals from diverse backgrounds; and recognizes that diversity and inclusivity foster cooperation, acceptance, democracy, workplace safety, and the free expression of ideas essential to a robust academic community and the preparation of students for success in a global society.

This Equal Employment Opportunity Plan will be maintained to ensure the implementation of equal employment opportunity principles that conform to federal and state laws.

¹ See Appendices 1 and 2, Board Policy No. 3410, Nondiscrimination, and Board Policy No. 3420, Equal Employment Opportunity, and online: <http://cms.cerritos.edu/board/policies/chapter-3--general-institution.htm>

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IV. Delegation of Responsibilities, Authority, and Compliance

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

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

1. Board of Trustees

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.

2. President/Superintendent

The Board of Trustees delegates to the President/Superintendent the responsibility for ongoing implementation of the Plan and for providing campus leadership in managing District resources to ensure the implementation of the District's equal employment opportunity policies and procedures. The President/Superintendent 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. The President/Superintendent will evaluate the performance of all administrative staff who report directly to him/her on their ability to follow and implement the Plan.

3. Equal Employment Opportunity Officer

The District has designated the Director, Diversity, Compliance, and Title IX Coordinator as its equal employment opportunity officer. This position 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 and for assuring compliance with the requirements of Title 5, Sections 53000 et seq. The equal employment opportunity officer is also responsible for receiving complaints described in Section VI of this Plan and for ensuring that applicant pools and selection procedures are properly monitored.

4. Equal Employment Opportunity Advisory Committee

The District will maintain a Diversity Equal Employment Opportunity Advisory Committee (DEEOAC) 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 will assist in

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the implementation of the Plan in conformance with state and federal regulations and guidelines, monitor equal employment opportunity progress, and provide suggestions for Plan revisions as appropriate.

5. Agents of the District

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

6. Good Faith Effort

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

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V. Advisory Committee

California Code of Regulations, Title 5, Section 53005

The District has established a Diversity Equal Employment Opportunity Advisory Committee (“DEEOAC”) to assist the District in implementing the Plan. The DEEOAC is one of the District’s Shared Governance Committees.²

The DEEOAC may also assist in promoting an understanding and support of equal opportunity and nondiscrimination policies and procedures. The DEEOAC may sponsor events, training, or other activities that promote equal employment opportunity, nondiscrimination, retention and diversity. The Equal Employment Opportunity Officer will train the DEEOAC members on equal employment compliance and the Plan itself.

The DEEOAC will include a diverse membership whenever possible. A substantial good faith effort, to the extent permitted by law, will be made to maintain a diverse membership. If the District has been unable to meet this expectation, it will document the efforts made to foster diversity on the DEEOAC.

The DEEOAC shall include the following ex officio members: Director, Diversity, Compliance and Title IX Coordinator, and the ADA coordinator (if different than the Director, Diversity, Compliance, and Title IX Coordinator). When appropriate, the DEEOAC will make recommendations to the Vice President of Human Resources/Assistant Superintendent, who will report the recommendations to the Board of Trustee and the President/Superintendent.

² DEEOAC membership and meeting schedule is available online: <http://cms.cerritos.edu/hr/eeoac.htm>

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VI. Complaints

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

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. All complaints will be signed and dated by the complainant and will 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 a 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 53026³.

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 Director, Diversity, Compliance, and Title IX Coordinator. If the complaint involves the Director, the complaint may be filed with the Vice President of Human Resources. 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 Director will forward copies of all written complaints to the Chancellor's Office upon receipt.

³ See California Community Colleges Chancellor's Office Guidelines for Minimum Conditions Complaints at: <http://extranet.cccco.edu/Divisions/Legal.aspx>

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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.

Complaints Alleging Unlawful Discrimination or Harassment (Title 5, Section 59300 et seq.)

The District has adopted procedures for complaints alleging unlawful discrimination or harassment and those procedures are contained in Administrative Procedure 3435⁴.

The Director, Diversity, Compliance, and Title IX Coordinator is responsible for receiving such complaints and for coordinating their investigation.

⁴ See, Appendix 3, and online:
http://cms.cerritos.edu/uploads/Board/Board%20Policies/Chapter%203/AP_3435.pdf.

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VII. Notification to District Employees

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

The commitment of the Board of Trustees and the President/Superintendent to equal employment opportunity is emphasized through the 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 President/Superintendent, administrators, the President of the Faculty Senate, Union Presidents, and members of the District Equal Employment Opportunity Advisory Committees. The Plan is available on the District's website: <http://cms.cerritos.edu/hr/eeoac.htm>, the District will provide all employees with a notice of the Board's Equal Employment Opportunity Policy Statement (located in Section 3 of this Plan) and the link to reach the District's Equal Employment Opportunity Plan. The Human Resources Department will provide all new employees with a copy of the written notice described above when they commence their employment with the District. The annual notice will contain the following provisions:

- 1) The importance of the employee's participation and responsibility in ensuring the Plan's implementation.
- 2) Hard copies of the Plan are available in the library and in Human Resources.
- 3) The EEO Plan may be accessed online.

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VIII. Training for Screening/Selection Committees

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

Any organization or individual, whether or not an employee of the District, who is involved in the recruitment and screening/selection of personnel shall receive appropriate training on the requirements of the Title 5 regulations on equal employment opportunity (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; the value of a diverse workforce; and recognizing bias. A person serving on a screening or selection committee must have either completed training or served on a prior screening or selection committee within one year of service, but under no circumstances will more than 24 months pass between the time of service and the person's last training. This training is mandatory; individuals who have not received this training will not be allowed to serve on screening/selection committees.

The Director, Diversity, Compliance, and Title IX Coordinator 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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IX. Annual Written Notice to Organizations and Community Groups

California Code of Regulations, Title 5, Section 53003(c)(5)

Human Resources 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 qualified candidates from diverse backgrounds. The notice will also include the internet address where the district advertises its job openings and the names, departments, and phone numbers of individuals to call in order to obtain employment information. The district will actively seek to reach those institutions, organizations, and agencies that may be recruitment sources. Human Resources will maintain a list of organizations that will receive this notice and, the DEEOAC will annually review the list, and may revise the list as necessary (Appendix 4 for Annual Notice Distribution List).

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X. Analysis of District Workforce and Applicant Pool

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

The Human Resources Department annually assesses the District's workforce composition and monitors applicants for employment on an ongoing basis to evaluate the District's progress in implementing the Plan and to provide data needed for the reports required by this Plan.

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

For purposes of the survey and report each applicant or employee will be afforded the opportunity to voluntarily identify her or his gender, ethnic group identification and, if applicable, her or his disability. Persons may designate as many ethnicities as they identify with, but will be counted in only one ethnic group for reporting purposes. This information is kept confidential and is separated from the applications that are forwarded to the screening/selection committees and hiring administrator(s). The Director, Diversity, Compliance, and Title IX Coordinator will annually prepare a report and present it to the DEEOAC, and post this report on the DEEOAC webpage. The District annually reports to the Chancellor the results of its annual survey of employees.

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 each of the following identified job categories:

- 1) Executive/Administrative/Managerial
- 2) Full-Time Faculty and other Instructional Staff
- 3) Adjunct Faculty
- 4) Professional Non-faculty (may be included with #2 faculty)
- 5) Classified/Confidential Staff

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XI. Analysis of Underrepresentation and Significant Underrepresentation

California Code of Regulations, Title 5, section 53003(c)(7)

This section cannot be completed until such time as the State Chancellor's Office provides workforce availability data. At the time that such data is provided, the District will revise this component of the Plan.

XII. Methods to Address Underrepresentation

California Code of Regulations, Title 5, section 53003(c)(8)

The District will ensure equal employment opportunity, which involves creating an environment that fosters cooperation, acceptance, democracy, and free expression of ideas, and that is welcoming to all individuals. In so doing, the District places great emphasis on the recruitment of potential applicants in order to create a diverse pool of qualified individuals from which to hire. With a diverse pool, the District takes steps within the screening/selection process to allow for the hiring of candidates with varied backgrounds, experiences, and skills who can contribute to and effectively communicate in a diverse community. This Plan component cannot be completed until such time as the State Chancellor's Office provides workforce availability data referenced in title 5 section 53003(c)(7). At the time such data is provided the District will revise this component of the Plan

XIII. Additional Steps to Remedy Significant Underrepresentation

California Code of Regulations, Title 5, section 53003(c)(9) and 53006

Availability data is not available, and accordingly, the State Chancellor's Office has stated that districts are not responsible for completing Components XI, XII, or XIII of the Plan.

This section cannot be completed until such time as the State Chancellor's Office provides workforce availability data. At the time that such data is provided, the District will revise this component of the Plan.

XIV. Other Measures Necessary to Further Equal Employment Opportunity

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

The District recognizes that multiple approaches are appropriate to fulfill its mission of ensuring equal employment opportunity, the development 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

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free expression of ideas and is welcoming to men, women, persons with disabilities, and individuals from all protected classes.

The District shall take concrete steps to promote equal opportunity, workplace diversity and an inclusive work environment. The District shall also take concrete steps to monitor its progress in these areas. The Vice President of Human Resources or designee shall ensure that the specific steps that will be utilized by the District are identified through the District's Diversity Plan and reviewed and updated on a regular basis (Appendix 5). These concrete steps may include any of the examples listed below, or other measures as identified and developed by the DEEOAC in close consultation with the Vice President of Human Resources or designee.

- (a) Conduct surveys of campus climate on a regular basis, and implement concrete measures that utilize the information drawn from the surveys;
- (b) Conduct exit interviews with employees who voluntarily leave the district, maintain a data base of exit interviews, analyze the data for patterns impacting particular monitored groups, and implement concrete measures that utilize this information;
- (c) Conduct annual longitudinal analysis of hiring statistics, analyze the data for patterns impacting particular monitored groups, and implement concrete measures that utilize this information;
- (d) Maintain a variety of programs to support newly-hired employees such as mentoring, professional development, and leadership opportunities;
- (e) Provide trainings on topics including: elimination of bias in hiring and employment, cultural awareness, and harassment and discrimination;
- (f) Convey the District's diversity and commitment to equal employment opportunity in District publications and on the District website.

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XV. Goals for Hiring Persons with Disabilities

California Code of Regulations, Title 5, Sections 53003(d) and 53025

Applicants and employees with disabilities will receive reasonable accommodations consistent with the requirements of Government Code sections 11135 et seq. and 12940 (m); and § 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) as amended.

All job announcements will provide persons with disabilities information on how to request accommodation in the selection process. All job announcements shall be reviewed to ensure that, if they include a statement of the physical demands of the position, the demands are job related and include a statement that inability to perform the physical demands of the position due to a disability will be reasonably accommodated. Selection Process Monitors will be trained to support selection committees in ensuring that persons with disabilities receive appropriate accommodation in the selection process.

It is the goal of the District to ensure that all applicants and employees with disabilities receive reasonable accommodations through the District's processes. The District welcomes applicants and employees with disabilities.

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XVI. Graduate Assumption of Loans Program 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.

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XVII. Progress in Achieving Full-Time to Part-Time Faculty Ratio

Education Code section 87102(a)

The District will continue to make progress toward achieving the goal of having 75% of instruction taught by full-time faculty as described in Education Code section 87482.6. Required progress is monitored annually through analysis and reporting required by Title 5, section 51025. The District will monitor employment of adjunct faculty in the categories of men, women, ethnic group identification, and disability to ensure that its employment practices are equitable and fair.



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APPENDICES

BP/AP 3410 (Non Discrimination Policy).....	Appendix 1
BP/AP 3420 (Equal Employment Opportunity).....	Appendix 2
AP 3435 (Discrimination and Harassment Investigations)	Appendix 3
EEO Plan Annual Notice Distribution List	Appendix 4
Diversity Plan (Last Revised, 2014)	Appendix 5

General Institution

1 BP 3410 NONDISCRIMINATION

2 References:

- 3 Education Code, Sections 66250 et seq., 72010 et seq., and 87100 et seq.;
- 4 Title 5, Sections 53000 et seq. and 59300 et seq.;
- 5 Penal Code, Section 422.55;
- 6 Government Code, Sections 12926.1 and 12940 et seq.;
- 7 Title 2 Sections 10500 et seq.;
- 8 ACCJC Accreditation Eligibility Requirement 20 and ACCJC Accreditation
- 9 Standard Catalog Requirements (*formerly Accreditation Standard II.B.2.c*)

10 The District is committed to equal opportunity in educational programs, employment, and
11 all access to institutional programs and activities.

12 The District, and each individual who represents the District, shall provide access to its
13 services, classes, and programs without regard to national origin, religion, age, gender,
14 gender identity, gender expression, race or ethnicity, color, medical condition, genetic
15 information, ancestry, sexual orientation, marital status, physical or mental disability,
16 pregnancy, or military and veteran status, or because he or she is perceived to have one
17 or more of the foregoing characteristics, or based on association with a person or group
18 with one or more of these actual or perceived characteristics.

19 The President/Superintendent shall establish administrative procedures that ensure all
20 members of the College community can present complaints regarding alleged violations
21 of this policy and have their complaints heard in accordance with the Title 5 regulations
22 and those of other agencies that administer state and federal laws regarding
23 nondiscrimination.

24 No District funds shall ever be used for membership, or for any participation involving
25 financial payment or contribution on behalf of the District or any individual employed by
26 or associated with it, to any private organization whose membership practices are
27 discriminatory on the basis of national origin, religion, age, gender, gender identity,
28 gender expression, race, color, medical condition, genetic information, ancestry, sexual
29 orientation, marital status, physical or mental disability, pregnancy, or military and veteran
30 status, or because he or she is perceived to have one or more of the foregoing
31 characteristics, or because of his or her association with a person or group with one or
32 more of these actual or perceived characteristics.

33 Information regarding who to contact to file a complaint is included in AP 3410 titled
34 Nondiscrimination.

35 Office of Primary Responsibility: Vice President, Human Resources

Date Adopted: November 7, 2007

Dates Revised: December 10, 2008; October 24, 2012; August 26, 2013; April 29, 2014

(Replaces former Cerritos College Policy 3029)

General Institution

1 AP 3410 NONDISCRIMINATION

2 References:

- 3 Education Code, Sections 200 et seq., 66250 et seq., and 72010 et seq.;
- 4 Penal Code, Sections 422.55 et seq.;
- 5 Title 5, Sections 59300 et seq.;
- 6 ACCJC Accreditation Eligibility Requirement 20 and ACCJC Accreditation
- 7 Standard Catalog Requirements (*formerly Accreditation Standard II.B.2.c*)

8 The District shall provide access to its services, classes, and programs without regard to
9 national origin, religion, age, gender, gender identity, gender expression, race or ethnicity,
10 color, medical condition, genetic information, ancestry, sexual orientation, marital status,
11 physical or mental disability, pregnancy, or because he or she is perceived to have one
12 or more of the foregoing characteristics, or based on association with a person or group
13 with one or more of these actual or perceived characteristics.

14 All courses, including noncredit classes, shall be conducted without regard to the gender
15 of the student enrolled in the classes. As defined in the Penal Code, “gender” means sex,
16 and includes a person’s gender identity and gender expression. “Gender expression”
17 means a person’s gender-related appearance and behavior whether or not stereotypically
18 associated with the person’s assigned sex at birth.

19 The District shall not prohibit any student from enrolling in any class or course on the
20 basis of gender.

21 Academic staff, including but not limited to counselors, instructors, and administrators,
22 shall not offer program guidance to students which differs on the basis of gender.

23 Insofar as practicable, the District shall offer opportunities for participation in athletics
24 equally to male and female students.

25 Complaints regarding discrimination in programs and services will be directed to the Vice
26 President of Human Resources or designee for processing pursuant to appropriate state
27 and federal laws and regulations.

28 **Employment**

29 **References:**

- 30 Education Code, Sections 87100 et seq.;
- 31 Title 5, Sections 53000 et seq.;
- 32 Government Code, Sections 11135 et seq. and 12940 et seq.
- 33 Title 2 Sections 10500 et seq.

34 The District shall provide equal employment opportunities to all applicants and employees
35 without regard to national origin, religion, age, sex, gender, gender identity, gender
36 expression, race, color, medical condition, genetic information, ancestry, sexual
37 orientation, marital status, physical or mental disability, military and veteran status, or
38 because he or she is perceived to have one or more of the foregoing characteristics, or
39 based on association with a person or group with one or more of these actual or perceived
40 characteristics.

41 All employment decisions, including but not limited to hiring, retention, assignment,
42 transfer, evaluation, dismissal, compensation, and advancement for all position
43 classifications shall be based on job-related criteria as well as be responsive to the
44 District's needs.

45 Complaints regarding discrimination in employment will be directed to the Vice President
46 of Human Resources or designee for processing pursuant to appropriate state and federal
47 laws and regulations.

48 It is unlawful to discriminate against a person who serves in an unpaid internship or any
49 other limited-duration program to provide unpaid work experience in the selection,
50 termination, training, or other terms and treatment of that person on any the basis of their
51 race, religious creed, color, national origin, ancestry, physical disability, mental disability,
52 medical condition, genetic information, marital status, sex, gender, gender identity,
53 gender expression, age, sexual orientation, or military and veteran status.

54 Office of Primary Responsibility: Vice President, Human Resources

Date Approved: November 26, 2007

**Dates Revised: December 10, 2008; August 27, 2012; August 26, 2013; April
29, 2014**

General Institution

1 **BP 3420 EQUAL EMPLOYMENT OPPORTUNITY**

2 **References:**

3 Education Code, Sections 87100 et seq.;

4 Title 5, Sections 53000 et seq.;

5 ACCJC Accreditation Standard III.A.11

6 The Board of Trustees supports the intent set forth by the California Legislature to assure
7 that effort is made to build a community in which opportunity is equalized and community
8 colleges foster a climate of acceptance with the inclusion of faculty and staff from a wide
9 variety of backgrounds. It supports diversity in the academic environment which fosters
10 cultural awareness, mutual understanding, respect, harmony, and suitable role models
11 for students. The Board of Trustees will continuously promote equal employment through
12 the District's Equal Employment Opportunity (EEO) Plan and its equal employment
13 opportunity and educational programs.

14 The District's Diversity and Equal Employment Opportunity Advisory Committee
15 (DEEOAC) will develop the District's EEO Plan under the direction of the
16 President/Superintendent, and with input from all college constituent groups, for review
17 and adoption by the Board of Trustees. This plan shall comply with the Education Code
18 and Title 5 requirements that are from time to time modified or clarified by judicial
19 interpretation. This plan shall be completed no later than the date specified by the state
20 Chancellor's Office.

21 Office of Primary Responsibility: Vice President, Human Resources

Date Adopted: February 2, 2011

(Replaces former Cerritos College Policy 7033)

General Institution

1 **AP 3420 EQUAL EMPLOYMENT OPPORTUNITY**

2 **References:**

- 3 Education Code, Sections 87100 et seq.;
- 4 Title 5, Sections 53000 et seq. and Sections 59320 et seq.;
- 5 ACCJC Accreditation Standard III.A.11

6 **Equal Employment Opportunity (EEO) Plan**

7 The District's Diversity and Equal Employment Opportunity Advisory Committee
8 (DEEOAC) will develop the District's EEO Plan under the direction of the
9 President/Superintendent and with input from all college constituent groups. The District
10 shall develop the EEO Plan no later than the date specified by the state Chancellor's
11 Office.

12 The District's EEO Plan will be a written document which describes the District's EEO
13 program. The EEO Plan shall comply with Title 5 requirements and shall include:

- 14 • the District's Employment Selection Procedures developed in accordance with BP
15 2510 titled Participation in Local Decision-Making;
- 16 • the procedure for filing complaints and the person with whom such complaints are
17 to be filed;
- 18 • a process for notifying all District employees of the provisions of the plan and the
19 policy statement required;
- 20 • annual reporting requirements;
- 21 • the District's program for the promotion of workforce diversity; and
- 22 • additional steps that address Title 5 requirements.

23 The plan shall be a public record.

24 The District will make a continuous good faith effort to comply with the requirements of
25 the plan.

26 **Annual Reporting**

27 An annual demographic report shall be provided to the state Chancellor's Office on the
28 results of the District's annual survey of employees, which meets Title 5 requirements.
29 An annual report on the status of diversity in District Employment Selection Procedures
30 will be prepared and presented to the DEEOAC, the Board of Trustees and the state
31 Chancellor's Office.

32 Districts shall review the annually collected demographic data to determine if significant
33 underrepresentation of a monitored group may be the result of non-job-related factors in

34 the employment process. For the purposes of this subdivision, the phases of the
35 employment process include but are not limited to recruitment, hiring, retention and
36 promotion. The information to be reviewed shall include, but need not be limited to:

- 37 • longitudinal analysis of data regarding job applicants to identify whether over
38 multiple job searches, a monitored group is disproportionately failing to move from
39 the initial applicant pool, to the qualified applicant pool; and
- 40 • analysis of data regarding potential job applicants, to the extent provided by the
41 State Chancellor, which may indicate significant underrepresentation of a
42 monitored group.

43 **Diversity and Equal Employment Opportunity Advisory Committee**

44 The District shall establish and maintain a Diversity and Equal Employment Opportunity
45 Advisory Committee (DEEOAC) which will include a diverse membership and represent
46 all college constituent groups. The responsibilities of the Committee will include but not
47 be limited to the following:

- 48 • receive training in all of the following: applicable Title 5 regulations and of state
49 and federal nondiscrimination laws; the educational benefits of workforce
50 diversity, the identification and elimination of bias in hiring decisions; and the role
51 of the advisory committee in carrying out of the District's EEO Plan;
- 52 • review and advise on employment election procedures, selection committee and
53 process monitor training, recruitment efforts, and processes that impact the
54 District's ability to attract and retain a diverse faculty and staff;
- 55 • recommend special training or staff development needs, including sexual
56 harassment training, to the President/Superintendent;
- 57 • review the EEO Plan and programs, and monitor their implementation;
- 58 • recommend changes needed in the EEO Plan and programs; and
- 59 • review the annual written report to the President/Superintendent, the Board of
60 Trustees and the state Chancellor's Office, and analyze any pertinent data.

61 **Employment Procedures**

62 **Identification of Positions – Recruitment and Hiring**

63 The District's Educational Master Plan and this Administrative Procedure, which will be
64 included in the District's EEO Plan, will guide the identification of positions that the District
65 will fill in any fiscal year.

66 **Identification of Management Positions to be Filled**

67 ***Recruitment for a Vacated Position***

68 When a management position is vacated, the manager who supervises the position
69 analyzes the needs of the division/area supervised by the vacated position, the
70 division/area plan, and the Educational Master Plan. If the supervising manager
71 determines that there is a need to continue the position, the manager will complete an
72 Employment Request Form and a brief justification for the need to continue the position.
73 The Executive Council will then review the request and determine whether the position
74 will be filled and the timing for the recruitment.

75 **Recruitment for a New Management Position**

- 76 1. When a supervising manager or administrator (President/Vice President)
77 determines that there is a need for a new management position to manage a
78 division/area/program, the supervising manager or administrator will write a
79 justification for the position that will be presented to Executive Council for review.
80 The justification should include: a budget analysis indicating the cost and funding
81 source(s) for the position, an analysis of the need in the division/area/program that
82 requires the management position, and the goals and objectives of the Educational
83 Master Plan that will be enhanced, realized or advanced by the management
84 position. The justification for the position may be presented as part of a
85 unit/division plan or a request to Executive Council, if the need for the position
86 emerges outside of the timing for the regular planning process.
- 87 2. If Executive Council determines that the new management position proposed by
88 the unit/division plan, supervising manager, or administrator is consistent with the
89 District's Educational Master Plan's goals and objectives and is fiscally feasible, it
90 will direct the supervising manager or administrator to prepare a proposed job
91 description for review by Human Resources. After review, Human Resources will
92 place the proposed job description and justification on the Board Agenda with
93 consultation from the appropriate manager or administrator. Upon Board approval,
94 Executive Council will direct the timing of the recruitment for the position.
- 95 3. The District may apply for a grant which provides funding for a new management
96 position for the grant funds/program. In this case, the job description will be
97 developed in the grant application process in collaboration with Human Resources.
98 Upon receipt of grant funding, a job description will be placed on the Board Agenda
99 for approval. The recruitment for this position will indicate that continued
100 employment is contingent on continued grant and/or alternate funding.

101 **Identification of Full-Time Faculty Positions to be Filled**

102 **Recruitment for Full-Time Faculty Positions**

- 103 1. During the Fall semester of each year, the District determines the District's full-
104 time faculty recruitments for that academic year. The procedure is guided by the
105 Educational Master Planning process. In the Fall semester, each instructional and
106 non-instructional unit which employs full-time faculty completes its unit plan with
107 the participation of its members. The unit identifies the full-time faculty position(s)
108 required for program growth or maintenance.
- 109 2. The unit plans, with the requests and justifications for full-time faculty positions,
110 are provided to the Division Dean/Area Manager. The Division Dean/Area
111 Manager sets a meeting with unit representatives. The unit representatives and
112 the Division Dean/Area Manager discuss the Division's Plan for the upcoming year
113 and the development of their programs. Each unit representative may advocate
114 for the needs of that unit. At the end of the meeting(s), a prioritized list of requested
115 full-time faculty positions in the Division is developed.

116 3. The Division Dean/Area Manager then takes the Division's prioritized list of
117 requested full-time faculty positions to a meeting attended by all division
118 deans/area managers employing full-time faculty and the Vice Presidents of
119 Academic Affairs and Student Services. All division deans/area managers are
120 allowed to advocate for their divisions. In this meeting, the division deans/area
121 managers and the Vice Presidents use a collaboratively developed rubric to
122 prioritize all of the District's requests for full-time faculty positions. At the end of
123 the process, the Faculty Priority List of requested full-time faculty positions is
124 developed.

125 4. The Faculty Priority List is then presented to Executive Council by the Vice
126 Presidents of Academic Affairs and Student Services. Executive Council
127 considers the Faculty Priority List, the District's budget, the District's Faculty
128 Obligation Number (FON), current staffing, and the Educational Master Plan goals
129 and objectives to finalize the full-time faculty positions on the list in the
130 recommended order for which the District will begin recruiting in the following
131 Spring semester.

132 **Identification of Classified/Confidential Position to be Filled**

133 ***Recruitment for a Vacated Classified/Confidential Position***

134 1. When a classified/confidential position is vacated, the manager who supervises
135 the position must, at a minimum, analyze: (1) the needs of the division/area in
136 which the vacancy occurs, (2) the budget for the division/area, (3) the division/unit
137 plans and (4) the Educational Master Plan. If the supervising manager determines
138 that there is a need to continue the position, he/she will submit an Employment
139 Request Form and a brief justification for the need to continue the position to the
140 appropriate Vice President or President/Superintendent.

141 2. The Vice President or President/Superintendent will prioritize all requests to fill
142 vacated classified/confidential positions in his/her area. The prioritized list and
143 justification will be presented to Executive Council.

144 3. Executive Council will review the requests and the prioritized lists of positions to
145 determine if a position will be filled, if an in-house recruitment is appropriate and
146 the timing for any approved recruitments.

147 ***Recruitment for a New Classified/Confidential Position***

148 When a unit/division identifies the need for additional classified/confidential staff through
149 the program review and/or unit planning processes, the justification for the position must
150 be included in the unit and/or division plan. The request will be prioritized through the
151 planning process and resources identified to support the position. The division/area will
152 be notified of the allocation and the supervising manager will complete an Employment
153 Request Form to initiate recruitment.

154 **Job Descriptions**

155 Every job description will provide a general statement of job duties and responsibilities.
156 Job descriptions will be accessible to all applicants.

157 Job descriptions will contain minimum qualifications for the position.

- 158 • Minimum qualifications for faculty shall, at least, comply with State minimum
159 qualifications and any Board approved local standards.
- 160 • Minimum qualifications for management positions shall comply with mandates of
161 the Education Code and any Board approved standards.

162 Job descriptions will contain a statement of bona fide essential functions.

163 **Recruitment**

164 The District will follow the recruitment procedures contained in the District's Employment
165 Selection Procedures within the District's EEO Plan.

166 The application for employment will afford each applicant an opportunity to identify
167 himself/herself voluntarily as to gender, ethnicity and, if applicable, his/her disability. This
168 information will be maintained in confidence and will be used only for research, validation,
169 monitoring, evaluation of the effectiveness of the EEO Plan, or as authorized by law.

170 The District shall maintain records of the diversity at designated stages of the recruitment
171 as specified in Title 5 regulations and the District's EEO Plan. The District will use this
172 information to inform its recruitment and selection programs.

173 **Screening and Selection**

174 The District shall follow mandates of the Education Code, Title 5 regulations, the District's
175 EEO Plan and the District's Employment Selection Procedures in employment of all
176 faculty and staff.

177 **Delegation of Authority**

178 The District has designated the Director of Diversity, Compliance, and Title IX Coordinator
179 with overseeing the day-to-day implementation of the EEO Plan and its programs and
180 with the implementation of AP 3435 titled Discrimination and Harassment Investigations.

181 **Complaint Procedure**

182 The District will follow AP 3435 titled Discrimination and Harassment Investigations in
183 addressing such complaints in the employment process.

184 **Job Announcements**

185 All job announcements will contain a statement in substantially the following form: The
186 District is an equal opportunity employer. The District is strongly committed to achieving
187 staff diversity and the principles of equal opportunity employment. The District
188 encourages a diverse pool of applicants and does not discriminate on the basis of race,
189 color, national origin, ancestry, sex or gender, gender identify, sexual orientation, age,

190 religion, marital status, disability, medical conditions, or status as a Vietnam-era veteran
191 in any of its employment policies, practices, or procedures.

192 **Dissemination and Revision of the EEO Plan**

193 All managers will be given copies of the EEO Plan and any updates or revisions that may
194 occur over time. The EEO Plan will be accessible to the campus community online. The
195 EEO Plan will be provided to the Faculty Senate and the exclusive representatives of any
196 units of employees.

197 Statements of nondiscrimination will be posted in the Human Resources Office, on its
198 web page and distributed to employees annually.

199 The EEO Plan shall be reviewed at least every three years and, if necessary, revised and
200 submitted to the state Chancellor's Office within 90 days of the effective date of the
201 revision or amendment(s). If the Chancellor determines that a district's policies are not
202 in compliance with Title 5, the Chancellor may require the District to modify its policies.

203 **Accountability and Corrective Action**

204 The District shall certify annually to the State Chancellor that they have timely:

- 205 • Recorded, reviewed and reported the data required regarding qualified applicant
206 pools;
- 207 • Reviewed and updated, as needed, the Strategies Component of the district's EEO
208 Plan; and
- 209 • Investigated and appropriately responded to formal harassment or discrimination
210 complaints filed pursuant to subchapter 5 (commencing with section 59300) of
211 chapter 10 of this division.

212 Office of Primary Responsibility: Vice President, Human Resources

Date Approved: January 31, 2011

General Institution

1 **AP 3435 DISCRIMINATION AND HARASSMENT INVESTIGATIONS**

2 **References:**

- 3 Education Code, Section 66281.5;
- 4 Government Code, Section 12950.1;
- 5 Title 5, Sections 59320, 59324, 59326, 59328, and 59300 et seq.;
- 6 34 C.F.R., Section 106.8(b)

7 The District is committed to providing an academic and work environment that respects
8 the dignity of individuals and groups. All forms of harassment are contrary to basic
9 standards of conduct between individuals and are prohibited by state and federal law, as
10 well as this procedure, and will not be tolerated.

11 These complaint procedures apply to complaints alleging discrimination, harassment, or
12 retaliation on the basis of national origin, religion, age, gender, gender identity, gender
13 expression, race or ethnicity, color, medical condition, genetic information, ancestry,
14 sexual orientation, marital status, physical or mental disability, pregnancy, or military and
15 veteran status, or because an individual is perceived to have one or more of the foregoing
16 characteristics, or based on association with a person or group with one or more of these
17 actual or perceived characteristics. See also Board Policy and Administrative Procedure
18 3410 titled Nondiscrimination and Administrative Procedure 3430 titled Prohibition of
19 Harassment.

20 **Filing a Timely Complaint:** Since failure to report discrimination, including harassment,
21 impedes the District's ability to stop the behavior, the District strongly encourages anyone
22 who believes he or she has been or is being harassed or discriminated against to file a
23 complaint. The District also strongly encourages the filing of such complaints within thirty
24 (30) days of the alleged incident. While all complaints are taken seriously and will be
25 investigated promptly, delay in filing impedes the District's ability to investigate and
26 remediate.

27 All managers have a mandatory duty to report incidents of harassment and discrimination;
28 the existence of a hostile, offensive or intimidating work environment; and acts of
29 retaliation.

30 The District will investigate complaints involving acts that occur off campus if they are
31 related to an academic or work activity.

32 **Communicating that the Conduct is Unwelcome:** The District further encourages
33 students and employees who believe they are being subjected to harassment to let the

34 offending person know immediately and firmly that the conduct or behavior is unwelcome,
35 offensive, in poor taste and/or inappropriate.

36 **Oversight of Complaint Procedure:** The Vice President of Human Resources is the
37 "responsible District officer" charged with receiving complaints of discrimination, including
38 harassment, and coordinating their investigation.

39 The actual investigation of complaints may be assigned by the Vice President of Human
40 Resources to other staff or to outside persons or organizations under contract with the
41 District. This shall occur whenever the Vice President of Human Resources is named in
42 the complaint or implicated by the allegations in the complaint.

43 **Who May File a Complaint:** Any student, employee, or third party who believes he/she
44 or any individual has been discriminated against or harassed by a student, employee, or
45 third party in violation of this procedure and the related policy.

46 **Where to File a Complaint:** A student, employee, or third party who believes he/she or
47 any individual has been discriminated against or harassed in violation of this policy and
48 these procedures, or that a student has been subjected to discrimination, including
49 harassment, or who has witnessed or has knowledge of such discrimination, may make
50 a complaint orally or in writing, within one year of the date of the alleged harassment or
51 the date on which the complainant knew or should have known of the facts underlying the
52 complaint.

53 If a complainant decides to file a formal written unlawful discrimination or harassment
54 complaint against the District, he/she may file the complaint on a form prescribed by the
55 State Chancellor's Office. These approved forms are available from the Vice President
56 of Human Resources and at the following URL:
57 <http://extranet.cccco.edu/Divisions/Legal/Discrimination.aspx>

58 The completed form must be filed with any of the following:

- 59 • the Vice President of Human Resources;
- 60 • the Vice President of Student Services
- 61 • the President's Office; and/or
- 62 • the State Chancellor's Office.

63 Employee complainants shall be notified that they may file employment discrimination
64 complaints with the U.S. Equal Employment Opportunity Commission (EEOC) or the
65 Department of Fair Employment and Housing (DFEH).

66 Complaints filed with the EEOC and/or the DFEH should be forwarded to the State
67 Chancellor's Office.

68 Any District employee who receives an alleged harassment or discrimination complaint
69 shall notify the Vice President of Human Resources immediately.

70 The District prohibits all forms of discrimination, intimidation, or harassment against any
71 individual who files or otherwise participates in the filing or investigation of a complaint of
72 discrimination. Persons who believe they have been subjected to retaliation may file a
73 complaint under these procedures.

74 **Intake and Processing of the Complaint:** Upon receiving notification of an
75 alleged-harassment or discrimination complaint, the Vice President of Human Resources
76 and/or designee shall:

- 77 • Undertake efforts to informally resolve the charges, including but not limited to
78 mediation, rearrangement of work/academic schedules; obtaining apologies;
79 providing informal counseling and/or training, etc.
- 80 • Advise the complainant that he/she need not participate in an informal resolution
81 of the complaint, as described above, and has the right to end the informal
82 resolution process at any time. Mediation is not appropriate for resolving incidents
83 involving sexual violence.
- 84 • Advise complainants that he/she may file a complaint with the Office of Civil Rights
85 (OCR) of the U.S. Department of Education and employee complainants may file
86 a complaint with the California Department of Fair Employment and Housing. All
87 complainants should be advised that they have a right to file a complaint with local
88 law enforcement. The District must investigate even if the complainant files a
89 complaint with local law enforcement. In addition, the District should ensure that
90 complainants are aware of any available resources, such as counseling, health,
91 and mental health services. The Vice President of Human Resources or designee
92 shall also notify the State Chancellor's Office of the complaint.
- 93 • Take interim steps to protect a complainant from coming into contact with an
94 accused individual, especially if the complainant is a victim of sexual violence. The
95 Vice President of Human Resources should notify the complainant of his or her
96 options to avoid contact with the accused individual and allow students to change
97 academic situations as appropriate. For instance, the District may prohibit the
98 accused individual from having any contact with the complainant pending the
99 results of the investigation. When taking steps to separate the complainant and
100 accused individual, the District shall minimize the burden on the complainant. For
101 example, it is not appropriate to remove complainants from classes or housing
102 while allowing accused individuals to remain.
- 103 • Authorize the investigation of the complaint, and supervise and/or conduct a
104 thorough, prompt and impartial investigation of the complaint, as set forth below.
105 When complainants opt for informal resolution, the Vice President of Human
106 Resources or designee will determine whether further investigation is necessary
107 to ensure resolution of the matter and utilize the investigation process outlined
108 below as appropriate. In the case of a formal complaint, the investigation will
109 include interviews with the complainant, the accused, and any other persons who
110 may have relevant knowledge concerning the complaint. This may include victims
111 of similar conduct.
- 112 • Review the factual information gathered through the investigation to determine
113 whether the alleged conduct constitutes harassment, or other unlawful
114 discriminatory conduct, giving consideration to all factual information and the

- 115 totality of the circumstances, including the nature of the verbal, physical, visual, or
116 sexual conduct, and the context in which the alleged incidents occurred.
- 117 • Set forth the results of the investigation in a written report. The written report shall
118 include an explanation of the District’s investigative process, a description of the
119 circumstances giving rise to the complaint, a summary of the testimony of each
120 witness, an analysis of any relevant data or other evidence collected during the
121 investigation, a specific finding as to whether the preponderance of the evidence
122 establishes that discrimination did or did not occur with respect to each allegation
123 in the complaint and the reasons for that finding, a description of actions the District
124 will take to prevent similar conduct, the proposed resolution of the complaint, the
125 complainant’s right to appeal to the District’s Board of Trustees, and if the
126 complainant is a student, the right to appeal to the State Chancellor. If the
127 complainant is an employee, the report shall include the right to file an
128 administrative complaint with the Department of Fair Employment and Housing.
129 The report may contain any other appropriate information.
 - 130 • Provide the complainant and accused with a copy or summary of the investigative
131 report within sixty (60) to ninety (90) days from the date the District received the
132 complaint. The complainant and accused shall also be provided with a written
133 notice setting forth the determination of the President/Superintendent or designee
134 as to whether harassment or other discriminatory conduct did or did not occur with
135 respect to each allegation in the complaint; a description of action taken, if any, to
136 prevent similar problems from occurring in the future; the proposed resolution of
137 the complaint; and notice of the parties’ rights to appeal to the Board of Trustees
138 and the State Chancellor’s Office. The results of the investigation and the
139 determination as to whether harassment or other discriminatory conduct occurred
140 shall also be reported to the accused, and the appropriate academic or
141 administrative official(s). Reports to the complainant shall be prepared so as not
142 to violate any applicable privacy rights of the accused.

143 **Investigation of the Complaint:** The District shall promptly investigate every complaint
144 of harassment or discrimination. No claim of workplace or academic harassment or
145 discrimination shall remain unexamined. This includes complaints involving activities that
146 occur off campus and in connection with all the academic, educational, extracurricular,
147 athletic, and other programs of the District, whether those programs take place in the
148 District’s facilities, on a District bus, or at a class or training program sponsored by the
149 District at another location.

150 As set forth above, where the complainant opts for an informal resolution, the Vice
151 President of Human Resources may limit the scope of the investigation, as appropriate.
152 The District will keep the investigation confidential to the extent possible, but cannot
153 guarantee absolute confidentiality because release of some information on a “need-to-
154 know-basis” is essential to a thorough investigation. When determining whether to
155 maintain confidentiality, the District may weigh the request for confidentiality against the
156 following factors: the seriousness of the alleged harassment; the complainant’s age;
157 whether there have been other harassment complaints about the same individual; and
158 the accused individual’s rights to receive information about the allegations if the

159 information is maintained by the District as an “education record” under the Family
160 Educational Rights and Privacy Act (FERPA), 20 U.S. Code Section 1232g; 34 Code
161 Federal Regulations Part 99.15. The District will inform the complainant if it cannot
162 maintain confidentiality.

163 **Investigation Steps:** The District will fairly and objectively investigate harassment and
164 discrimination complaints. Employees designated to serve as investigators under this
165 policy shall have adequate training on what constitutes sexual harassment, including
166 sexual violence, and/or the form of discrimination alleged in the complaint, and on how
167 the District’s grievance procedures operate. The investigator may not have any real or
168 perceived conflicts of interest and must be able to investigate the allegations impartially.

169 Investigators will use the following steps: interviewing the complainant(s); interviewing
170 the person who was the subject of the discrimination if different; interviewing the accused
171 individual(s); interviewing anyone who witnessed the reported discrimination; interviewing
172 individuals identified as having relevant information; identifying and interviewing
173 witnesses and evidence identified by each party; identifying and interviewing any other
174 witnesses, if needed; reminding all individuals interviewed of the District’s no-retaliation
175 policy; considering whether any involved person should be removed from the campus
176 pending completion of the investigation; reviewing any records, notes, memoranda,
177 correspondence, or statements related to the discrimination complaint, and
178 personnel/academic files of all involved parties; reaching a conclusion as to the
179 allegations and any appropriate disciplinary and remedial action; and seeing that all
180 recommended action is carried out in a timely fashion. When the District evaluates the
181 complaint, it shall do so using a preponderance of the evidence standard. Thus, after
182 considering all the evidence it has gathered, the District will decide whether it is more
183 likely than not that discrimination or harassment has occurred.

184 **Timeline for Completion:** The District will undertake its investigation as promptly and
185 swiftly as possible. To that end, the investigator shall complete the above steps, and
186 prepare a written report within sixty (60) to ninety (90) days of the District receiving the
187 complaint.

188 **Cooperation Encouraged:** All employees and students are expected to cooperate with
189 a District investigation into allegations of harassment or discrimination. Lack of
190 cooperation impedes the ability of the District to investigate thoroughly and respond
191 effectively. However, lack of cooperation by a complainant or witnesses does not relieve
192 the District of its obligation to investigate. The District will conduct an investigation if it is
193 discovered that harassment or any other form of discrimination is, or may be occurring,
194 with or without the cooperation of the alleged victim(s) and regardless of whether a
195 complaint is filed.

196

197 **Discipline and Corrective Action**

198 If harassment, discrimination and/or retaliation occurred in violation of Board Policy or this
199 procedure, the District shall take disciplinary action against the accused and will take
200 steps to stop the discrimination, prevent recurrence, and remedy discriminatory effects
201 on the complainant and others, if appropriate. The action will be prompt, effective, and
202 commensurate with the severity of the offense. Remedies for the complainant might
203 include, but are not limited to:

- 204 • providing an escort to ensure that the complainant can move safely between
205 classes and activities;
- 206 • ensuring that the complainant and alleged perpetrator do not attend the same
207 classes or work in the same work area;
- 208 • preventing offending third parties from entering campus;
- 209 • providing counseling services;
- 210 • providing medical services;
- 211 • providing academic support services, such as tutoring;
- 212 • arranging for a student complainant to re-take a course or withdraw from a class
213 without penalty, including ensuring that any changes do not adversely affect the
214 complainant's academic record;
- 215 • reviewing any disciplinary actions taken against the complainant to see if there is
216 a causal connection between the harassment and the misconduct that may have
217 resulted in the complainant being disciplined;
- 218 • providing any services denied as a result of discrimination; and
219 • reviewing a grade awarded as a result of discrimination.

220 If discipline is imposed, the nature of the discipline will not be communicated to the
221 complainant. However, the District may disclose information about the sanction imposed
222 on an individual who was found to have engaged in harassment or other discrimination
223 when the sanction directly relates to the complainant; for example, the District may inform
224 the complainant that the harasser must stay away from the complainant.

225 Disciplinary actions against employees and students will conform to all relevant statutes,
226 regulations, personnel and student policies and procedures, including the provisions of
227 any applicable collective bargaining agreement.

228 The District shall also take reasonable steps to protect the complainant from further
229 harassment, and/or discrimination, and to protect the complainant and witnesses from
230 retaliation as a result of communicating the complaint and/or assisting in the investigation.

231 The District will ensure that complainants and witnesses know how to report any
232 subsequent problems, and should follow-up with complainants to determine whether any
233 retaliation or new incidents of harassment have occurred. The District shall take
234 reasonable steps to ensure the confidentiality of the investigation and to protect the
235 privacy of all parties to the extent possible without impeding the District's ability to
236 investigate and respond effectively to the complaint.

237 If the District cannot take disciplinary action against the accused individual because the

238 complainant refuses to participate in the investigation, it should pursue other steps to limit
239 the effects of the alleged harassment and prevent its recurrence.

240 **Appeals**

241 If the District imposes discipline against a student or employee as a result of the findings
242 in its investigation, the student or employee may appeal the decision using the procedure
243 for appealing a disciplinary decision.

244 If the complainant is not satisfied with the results of the administrative determination,
245 he/she may, within fifteen (15) days of issuance of the determination to the complainant
246 by the District, submit a written appeal to the Board of Trustees. The Board of Trustees
247 shall review the original complaint, the investigative report, the administrative decision,
248 and the appeal. The Board shall issue a final District decision in the matter within forty-
249 five (45) days after receiving the appeal. A copy of the decision rendered by the Board
250 of Trustees shall be forwarded to the complainant and to the State Chancellor's Office.
251 The complainant shall also be notified of his/her right to appeal this decision.

252 If the Board of Trustees does not act within forty-five (45) days the administrative
253 determination shall be deemed approved by default and shall become the final decision
254 of the District in the matter.

255 In any case not involving employment discrimination, the complainant shall have the right
256 to file a written appeal with the State Chancellor's Office within thirty (30) days after the
257 Board of Trustees issued the final District decision or permitted the administrative
258 decision to become final. Such appeals shall be processed pursuant to the provision of
259 Title 5 Section 59350.

260 In any case involving employment discrimination, including workplace harassment, the
261 complainant may, at any time before or after the issuance of the final decision of the
262 District, file a complaint with the Department of Fair Employment and Housing. In such
263 cases, the complainant may also file a petition for review with the State Chancellor's
264 Office within thirty (30) days after the Board of Trustees issues the final decision or
265 permits the administrative decision to become final.

266 Within one hundred fifty (150) days of receiving a formal complaint which does not involve
267 employment discrimination, the District shall forward to the State Chancellor's Office the
268 original complaint, the investigative report, a copy of the written notice to the complainant
269 setting forth the results of the investigation, a copy of the final administrative decision
270 rendered by the Board of Trustees or indicating the date upon which the decision became
271 final, and a copy of the notification to the complainant of his/her appeal rights. If, due to
272 circumstances beyond its control, the District is unable to comply with the 150-day
273 deadline for submission of materials, it may file a written request for an extension of time
274 no later than ten (10) days prior to the expiration of the deadline.

275 **Dissemination of Policy and Procedures**

276 Board Policy and Administrative Procedures related to harassment will include
277 information that specifically addresses sexual violence. District policy and procedures
278 will be provided to all students, faculty members, members of the administrative staff and
279 members of the support staff, and will be posted on campus and on the District's website.

280 When hired, employees are required to sign that they have received the policy and
281 procedures, and the signed acknowledgment of receipt is placed in each employee's
282 personnel file. In addition, these policies and procedures are incorporated into the course
283 catalogs, class schedules and orientation materials for new students.

284 **Training**

285 The District shall provide at least two hours of classroom or other effective interactive
286 training and education regarding sexual harassment to all management employees once
287 every two years. All new management employees must be provided with the training and
288 education within six months of their assumption of a management position.

289 The training and education required by this procedure shall include information and
290 practical guidance regarding the federal and state statutory provisions concerning the
291 prohibition against and the prevention and correction of sexual harassment and the
292 remedies available to victims of sexual harassment in employment. The training and
293 education shall also include practical examples aimed at instructing managers in the
294 prevention of harassment, discrimination, and retaliation, and shall be presented by
295 trainers or educators with knowledge and expertise in the prevention of harassment,
296 discrimination, and retaliation.

297 Training of all staff shall be conducted. This includes counselors, faculty, health
298 personnel, law enforcement officers, coaches, and all staff who regularly interact with
299 students. Training for academic staff should emphasize environmental harassment in the
300 classroom. The District will also provide training to students who lead student
301 organizations. The District should provide copies of the sexual harassment policies and
302 training to all District law enforcement unit employees regarding the grievance procedures
303 and any other procedures used for investigating reports of sexual violence.

304 In years in which a substantive policy or procedural change has occurred, all District
305 employees will attend a training update and/or receive a copy of the revised policies and
306 procedures.

307 Participants in training programs will be required to sign a statement that they have either
308 understood the policies and procedures, their responsibilities, and their own and the
309 District's potential liability, or that they did not understand the policy and desire further
310 training.

311 **Education and Prevention for Students**

312 In order to take proactive measures to prevent sexual harassment and violence toward
313 students, the District will, under the direction of the Director of Diversity, Compliance, and

314 Title IX, provide preventive education programs and make victim resources, including
315 comprehensive victim services, available. The District will include such programs in
316 orientation programs for new students, and in training for student athletes and coaches.
317 These programs will include discussion of what constitutes sexual harassment and sexual
318 violence, the District's policies and disciplinary procedures, and the consequences of
319 violating these policies. A training program or informational services will be made
320 available to all students at least once annually.

321 The education programs will also include information aimed at encouraging students to
322 report incidents of sexual violence to the appropriate District and law enforcement
323 authorities. Since victims or third parties may be deterred from reporting incidents if
324 alcohol, drugs, or other violations of District or campus rules were involved, the District
325 will inform students that the primary concern is for student safety and that use of alcohol
326 or drugs never makes the victim at fault for sexual violence. If other rules are violated,
327 the District will address such violations separately from an allegation of sexual violence.

Office of Primary Responsibility: Vice President, Human Resources

Date Approved: March 4, 2009

Dates Revised: July 1, 2010; September 24, 2012; April 11, 2016

(Replaces former Cerritos College Policy 7026)

Cerritos College EEO Plan - Appendix 4

Annual Notice Distribution List

ACLU of Southern California

1313 West 8th Street

Los Angeles, CA 90017

United States

Phone: (213) 977-9500

<http://www.aclusocal.org>

African American Chamber of Commerce - GLAAACC

5100 W. Goldleaf Circle, Suite 203

Los Angeles, CA 90056

Phone: (323) 292-1297

www.glaaacc.org

Asian Pacific American Network

231 East Third Street, Suite G104

Los Angeles, CA 90013

Phone: (213) 382 – 1819 ext. 129

www.apanet.org/about.html

Black Chamber of Commerce of Orange County

2323 North Broadway, Suite # 330

Santa Ana, California 92705

Phone: (714) 547-2646

www.ocblackchamber.com

California Alliance of African American Educators (CAAAE)

P.O. Box 3134

San Jose, CA 95156

Phone: (408) 977-4188

<http://caaae.org/>

Disability Employment Initiative

via Southeast Los Angeles County Workforce Development Board (SELACO)

10900 East 183rd St, Suite

350 Cerritos, CA 90703

Phone: 562402-9336

<http://www.selacowib.com/>

Disability Rights California - Los Angeles Regional Office

350 South Bixel Street, Suite 290

Los Angeles CA 90017

Phone: (213)213-8000

<http://www.disabilityrightsca.org/>

Diverse: Issues in Higher Education

10520 Warwick Avenue, Suite B-8

Fairfax, VA 22030-3136

Phone: (800) 783-3199

<http://diverseeducation.com/>

Japanese American Citizens League

National Executive Director

1765 Sutter Street

San Francisco, CA 94115

Phone: (415) 921-5225

www.jacl.org

Japanese American Cultural & Community Center

244 S. San Pedro Street,

Los Angeles, CA 90012

Phone: (213) 628-2725

www.jaccc.org/

LGBTQ Center Long Beach

2017 E 4th St.

Long Beach, CA 90814

Phone: (562) 434-4455

<https://www.centerlb.org/>

LGBT Center OC

1605 N Spurgeon St.

Santa Ana, CA 92701

Phone: Office 714-953-LGBT (5428)

<http://www.lgbtcenteroc.org/>

Los Angeles County Department of Military and Veterans Affairs

1816 S. Figueroa St.

Los Angeles, CA 90015

Phone: (213) 765-9680

<http://mva.lacounty.gov/wps/portal/mva>

Los Angeles Latino Chamber of Commerce

634 S Spring St #600

Los Angeles, CA 90014

Phone: (213) 347-0008

<http://lalcc.org/>

Los Angeles LGBT Center

1625 N. Schrader Boulevard

Los Angeles, CA 90028-6213

Phone: 323-993-7400

<https://lalgbtcenter.org/>

League of Women Voters of Los Angeles

3303 Wilshire Boulevard, Suite 310

Los Angeles, CA 90010-1700

Phone: 213- 368-1616

<http://www.lwvlosangeles.org/>

Mexican American Legal Defense and Education Fund

634 S. Spring Street

Los Angeles, CA 90014

Phone: (213) 629-2512

<http://maldef.org/about/offices/west/>

Mexican American Women's National Association (MANA)

1725 K Street, NW, Suite 501

Washington, DC 20006

Phone: (202) 833-0060

www.hermana.org

National Association for the Advancement of Colored People (NAACP)

P.O. Box 56408

Los Angeles, Calif. 90056

Phone: (323) 296-2630

www.naacp-losangeles.org

National Black Graduate Student Association

228 Park Avenue, #76326

New York, NY 10003

Phone: (800) 471-4102

<http://www.mynbgsa.org/>

National Center for Lesbian Rights (NCLR)

NCLR National Office

870 Market Street, Suite 370

San Francisco, CA 94102

Phones: (415) 392-6257

www.nclrights.org

National Congress of American Indians

1301 Connecticut Ave, NW, Suite 200

Washington DC 20036

Phone: (202) 466-7767

<http://ncai.org>

National Council of La Raza

523 W 6th St, Suite 840

Los Angeles, CA 90014

Phone: (213) 489-3428

www.nclr.org

National Federation of Filipino American Associations (NFFAA)

1322 18th St NW

Washington DC 20036-1803

Phone: 202.361.0296

<http://naffaa-national.org/>

National Organization for Women (NOW)

1100 H Street NW, 3rd floor

Washington, DC 20005

Phone: (202) 628-8669 (628-8NOW)

www.now.org

North County African American Women's Association

4140 Oceanside Blvd. Suite #159,

Oceanside, CA 92056

Phone: (760) 978-6534

<http://www.ncaawa.org/>

National Urban League

120 Wall Street, 8th Floor

New York, NY 10005

Phone: (212) 558-5300

www.nul.org

Southern California Agency - Bureau of Indian Affairs

1451 Research Park Drive, Suite 100

Riverside, CA 92507

Phone: (951) 276-6624

<https://bia.gov/index.htm>

Women's Bureau

Office of the Secretary

U.S Department of Labor

200 Constitution Avenue, NW

Washington, DC 20210

Phone: (202) 693-6710

www.dol.gov/wb



Cerritos College Diversity Plan

GOAL STATEMENT #1

Develop and/or review statements that incorporate the values of diversity, equity and community.

ACTION 1.1 Develop Diversity Statement.

ACTION	TASKS	TIMELINE	RESPONSIBILITY
1.1.1 Develop Diversity Statement, present to Campus.	<ul style="list-style-type: none"> • Develop diversity statement that reflects the diverse and inclusive campus community and which celebrates our diverse students, faculty, staff, administrators, and community. Request feedback from campus. • Revise as necessary. 	Fall 2014	EEOAC

ACTION 1.2 Review Values and Mission Statement.

ACTION	TASKS	TIMELINE	RESPONSIBILITY
1.2.1 Review District's mission and values statement to ensure commitment to diversity.	<ul style="list-style-type: none"> • Review and, if necessary, revise District's mission and values statements to ensure diversity is reflected in these statements. 	Fall 2014	EEOAC
1.2.2 Foster a campus culture in which all members of the community,(1) feel safe, respected and valued; (2) are invited to participate fully, sharing their unique gifts, talents and backgrounds; (3) increasingly recognize the value of perspectives that differ from their own; and (4) agree that diversity and inclusion are key priorities of the college.	<ul style="list-style-type: none"> • Build on and expand trainings that integrate diversity and inclusion into the Cerritos college experience, encouraging a diversity of perspectives. 	Fall 2014—ongoing	Human Resources



Cerritos College Diversity Plan

GOAL STATEMENT #2

Establish a framework for ongoing review and assessment of the campus climate regarding diversity and inclusion.

ACTION 2.1 Conduct a *campus-wide* survey to monitor progress toward creating an inclusive environment.

ACTION	TASKS	TIMELINE	RESPONSIBILITY
2.1.1 Develop or acquire a campus-wide survey and develop a process for the college to administer, assess, and disseminate the results.	<ul style="list-style-type: none"> Review models for a campus-wide survey to assess current attitudes and practices regarding diversity and inclusion. Create a standardized annual or bi-annual campus-wide survey process to gather and analyze data, evaluate findings, and share reports under the guidance of a researcher. 	Fall 2014	EEOAC, Research & Planning, Human Resources, and Public Affairs
2.1.2 Evaluate campus-wide survey results for compliance with Cerritos College's and the District's Diversity Statements.	<ul style="list-style-type: none"> Utilize results from the campus-wide survey to establish baseline for action and future surveys. 	Spring 2015	Research & Planning

ACTION 2.2 Conduct a *community* survey to monitor progress toward creating an inclusive environment.

ACTION	TASKS	TIMELINE	RESPONSIBILITY
2.1.1 Develop or acquire a community survey and develop a process for the college to administer, assess, and disseminate the results.	<ul style="list-style-type: none"> Assess models for a community survey. Create a standardized annual or bi-annual campus-wide survey process to gather and analyze data, evaluate findings, and share reports under the guidance of a researcher. 	Fall 2014	EEOAC, Research & Planning, Human Resources, Public Affairs



Cerritos College Diversity Plan

ACTION 2.3 Publicize and disseminate the results, make the recommendations for improvement, and implement the recommendations.

ACTION	TASKS	TIMELINE	RESPONSIBILITY
2.3.1 Evaluate campus-wide survey.	<ul style="list-style-type: none"> • Establish a baseline for the findings, survey and reporting processes for perceptions of campus climate regarding diversity. 	Spring 2015	Research & Planning, EEOAC, Public Affairs
2.3.2 Evaluate community survey	<ul style="list-style-type: none"> • Establish a baseline for the findings, survey and reporting processes for perceptions of campus climate regarding diversity. 	Spring 2015	Research & Planning, EEOAC, Public Affairs
2.3.3 Identify and prioritize problems and concerns from the campus and community survey results.	<ul style="list-style-type: none"> • Create a standardized process to efficiently and effectively evaluate and prioritize the college's diversity needs. • Identify relevant data and findings in order to productively make recommendations for improvement. • Recognize needs and develop possible resolutions for improvement. 	Spring 2015 – Summer 2015	Research & Planning, EEOAC, Human Resources
2.3.4 Present and disseminate survey processes, findings, and recommendations to the Board of Trustees, faculty, administration, staff, and students.	<ul style="list-style-type: none"> • Disseminate reports to appropriate groups for information and feedback; monitor progress. 	Fall 2015	EEOAC
2.3.5 Further develop existing relationships and establish new relationships with prospective students, families, former students, and community members, to communicate our commitment to diversity and our practices of inclusion.	<ul style="list-style-type: none"> • Expand relationships with the communities we serve, attending to how diversity can enhance academic excellence. 	Ongoing	Public Affairs, Research & Planning, EEOAC, Human Resources, President's Office



Cerritos College Diversity Plan

GOAL STATEMENT #3

Promote the recruitment and retention of faculty, staff, and administrators of diverse backgrounds.

ACTION 3.1 Recruit a diverse pool of faculty, administrators and staff.

ACTION	TASKS	TIMELINE	RESPONSIBILITY
3.1.1 Ensure that the hiring process adheres to the Equal Employment Opportunity Plan.	<ul style="list-style-type: none"> • Monitor the EEO plan, including regulation and activity compliance. • Train process monitors and screening committee members for EEO compliance • Communicate with the Process Monitor who participate in the hiring process. 	Spring 2014 – ongoing	EEOAC Human Resources
3.1.2 Review and analyze reports related to diversity statistics.	<ul style="list-style-type: none"> • Compare data historically. 	Monthly	EEOAC, Human Resources

ACTION 3.2 Enforce the District's Equal Employment Opportunity (EEO) Plan.

ACTION	TASKS	TIMELINE	RESPONSIBILITY
3.2.1 Involve faculty/administrator/staff at career fairs as appropriate	<ul style="list-style-type: none"> • Attend career fairs and other outreach events to attract and recruit a diverse pool of applicants. 	Fall 2014	EEOAC, Human Resources
3.2.2 Advertise and recruit diverse applicants for faculty, administrative and staff positions.	<ul style="list-style-type: none"> • Use California Community College System's Registry as well as multiple methods of advertisement to target diverse populations. • Continue to use the standardized process to advertise positions. • Review and revise recruitment process to ensure best practices. 	Fall 2014 – ongoing	EEOAC Human Resources, Hiring Manager



Cerritos College Diversity Plan

3.2.3 Develop strategies to increase the diversity of staff, faculty, and administrators by eliminating any barriers to recruitment or professional development.	<ul style="list-style-type: none"> • Utilize findings from campus-wide survey to develop strategies for diverse recruitment • Provide training for managers on best practices and EEO hiring laws. 	Ongoing	EEOAC Human Resources
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ACTION 3.3 Improve the quality of entry experiences to retain new faculty, administrators, and staff.

ACTION	TASKS	TIMELINE	RESPONSIBILITY
3.3.1 Increase number of faculty, administrators, and staff who have diversity awareness.	<ul style="list-style-type: none"> • Develop and provide diversity workshops for faculty, administrators, and staff. • Provide on-going workshops throughout the year. 	Fall 2014 – ongoing	EEOAC, Human Resources, CTX
3.3.2 Make diversity information widely available.	<ul style="list-style-type: none"> • Provide expanded information on diversity through workshops and focus groups and on the EEOAC/Diversity/Human Resources website. 	Spring 2014 – ongoing	CTX, EEOAC, Human Resources
3.3.3 Ensure new faculty have a smooth transition into Cerritos College.	<ul style="list-style-type: none"> • Provide opportunity for mentoring new faculty • Continue orientation plan, which includes diversity 	Fall 2014 – ongoing	CTX, Human Resources, Vice Presidents, Deans, EEOAC, Employee Development, Academic Senate
3.3.4 Ensure new administrators have a smooth transition into Cerritos College	<ul style="list-style-type: none"> • Develop a plan for mentoring new administrators. • Develop administrator orientation, which includes diversity 	Spring 2015 – ongoing	Vice Presidents, ACCME, EEOAC, Human Resources, Employee Development



Cerritos College Diversity Plan

<p>3.3.5 Ensure new classified staff have a smooth transition into Cerritos College.</p>	<ul style="list-style-type: none"> • Develop a plan for mentoring new classified staff. • Develop orientation for new classified staff, which includes diversity. 	<p>Fall 2014 – ongoing</p>	<p>EEOAC, Human Resources, Staff Leadership, Employee Development</p>
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ACTION 3.4 Enhance professional development and mentoring process.

ACTION	TASKS	TIMELINE	RESPONSIBILITY
<p>3.4.1 Increase employee opportunities to gain skills for career development.</p>	<ul style="list-style-type: none"> • Review and/or develop career paths and training, which aid in employee development. 	<p>Fall 2015</p>	<p>Human Resources, President, Vice Presidents, Deans, Directors, EEOAC, CTX</p>
<p>3.4.2 Increase mentoring opportunities among current employees.</p>	<ul style="list-style-type: none"> • Develop mentor programs through cross training, shadowing, and staff development. 	<p>Fall 2015</p>	<p>Human Resources, President, Vice Presidents, Deans, Directors, EEOAC</p>



Cerritos College Diversity Plan

GOAL STATEMENT #4

Provide opportunities for individuals to build awareness and knowledge of diverse cultures, lifestyles and beliefs.

ACTION 4.1 Create and maintain diversity events to promote awareness and knowledge.

ACTION	TASKS	TIMELINE	RESPONSIBILITY
4.1.1 Offer and promote a series of inclusive cultural and diversity awareness events.	<ul style="list-style-type: none"> • Establish long term plan for formal cultural event series 	Fall 2014	EEOAC, Student Activities, International Programs, Various Departments
4.1.2 Publicize schedule of cultural event series on campus and within the community.	<ul style="list-style-type: none"> • Notify the campus and off campus community of cultural events. 	Fall 2014	Public Affairs, CTX, EEOAC
4.1.3 Develop International Student event to promote cross-cultural awareness and knowledge	<ul style="list-style-type: none"> • Partner with International Students Department to create and maintain an International Students event. 	TBD	EEOAC, International Students, Student Activities
4.1.4 Provide opportunities for the campus community to strengthen relationships and gain awareness and knowledge of diversity.	<ul style="list-style-type: none"> • Promote dates and months of diversity celebrations recognized by local, State, National and International entities; for example, National Coming Out Day, National Disability Awareness Month, Women’s History Month, African-American History Month, and Hispanic Heritage Month, etc. • Develop and offer workshops where diversity and multicultural topics are presented. • Provide speakers, panel-discussions, workshops and festivities to support above celebrations. 	Fall 2014	Public Affairs, Vice Presidents, Academic Senate, Student Clubs, CTX, EEOAC



Cerritos College Diversity Plan

	<ul style="list-style-type: none"> • Develop a newsletter and webpage to publicize events and disseminate information about diversity. 		
<p>4.1.5 Coordinate with staff, faculty and administrators to promote diversity events and workshops</p>	<ul style="list-style-type: none"> • Cross-promote existing diversity events on campus • Increase communication and collaboration between staff, faculty and administrators working toward diversity and inclusion 	<p>Fall 2014</p>	<p>EEOAC, Various Departments</p>



Cerritos College Diversity Plan

GOAL STATEMENT #5

Develop and promote training and professional development activities to increase the awareness and understanding of diverse populations.

ACTION 5.1 Determine areas of need associated with employee cultural intelligence.

ACTION	TASKS	TIMELINE	RESPONSIBILITY
5.1.1 Determine best practices for pursuing cultural competency	<ul style="list-style-type: none"> • Consult studies, publications and research regarding best practices in addressing cultural competence through staff development. • Participate in conferences and training workshops related to cultural intelligence. 	Ongoing	CTX, Research & Planning, EEOAC
5.1.2 Encourage opportunities that support diversity awareness and knowledge amongst employees, and help to identify barriers that interfere with their pursuit of diversity awareness and knowledge.	<ul style="list-style-type: none"> • Address cultural competency barriers in short- and long- term plans of the college as part of professional development. • Encourage employee pursuit of diversity awareness and skill-building. 	Summer 2015	CTX, Research & Planning, EEOAC
5.1.3 Assess areas of improvement for the campus.	<ul style="list-style-type: none"> • Utilize campus-wide survey results and findings to determine action plan. 	Summer 2015	Research & Planning, EEOAC, Executive Council

ACTION 5.2 Provide training and professional development activities to employees to promote awareness and understanding of diversity issues.

ACTION	TASKS	TIMELINE	RESPONSIBILITY
5.2.1 Provide employees and students with the knowledge and skills to work and/or participate effectively in a diverse community, and foster a campus climate that respects differences and encourages inclusiveness.	<ul style="list-style-type: none"> • Create a comprehensive diversity training program for the campus community. 	Summer 2014 – Fall 2014	EEOAC, CTX, Research & Planning



Cerritos College Diversity Plan

<p>5.2.2 Increase the number of in-house diversity trainers.</p>	<ul style="list-style-type: none"> • Provide training to employees to become facilitators of diversity training to the campus community. 	<p>Ongoing</p>	<p>EEOAC, CTX, Human Resources</p>
<p>5.2.3 Provide recognition to employees for participating in diversity training.</p>	<ul style="list-style-type: none"> • Establish a certificate of participation for employees completing a series of workshops in the diversity training program. 	<p>Fall 2014</p>	<p>Human Resources</p>
<p>5.2.4 Afford equal opportunity to all employees to participate in diversity related activities.</p>	<ul style="list-style-type: none"> • Direct administrators to promote and encourage employees to attend diversity activities and workshops. 	<p>Ongoing</p>	<p>President, Vice Presidents</p>
<p>5.2.5 Secure a budget for diversity related professional development activities on campus and at other institutions.</p>	<ul style="list-style-type: none"> • Utilize funds to conduct workshops and training sessions on diversity. 	<p>Ongoing</p>	<p>President, EEOAC, Executive Committee, Human Resources</p>

ACTION 5.3 Expand perceptions and definition of diversity and inclusion through staff, faculty, administrator, and student development.

ACTION	TASKS	TIMELINE	RESPONSIBILITY
<p>5.3.1 Expand the campus community's understanding of diversity.</p>	<ul style="list-style-type: none"> • Develop trainings and workshops in a variety of diversity areas, including multi-cultural, disability, sexual orientation, gender, gender identity, etc. • Develop a Safe Zone program to create a more inclusive and welcoming campus environment for LGBTQ individuals, and increase awareness and knowledge of LGBTQ issues. 	<p>Fall 2013 – ongoing</p>	<p>EEOAC, CTX, Human Resources</p>



Cerritos College Diversity Plan

GOAL STATEMENT #6

Encourage, support and recognize participation in community events, programs and service organizations.

ACTION 6.1 Develop diversity recognition awards.

ACTION	TASKS	TIMELINE	RESPONSIBILITY
6.1.1 Recognize employees' efforts to support diversity.	<ul style="list-style-type: none"> Develop campus recognition awards for faculty, classified and management. 	Fall 2014 – Spring 2015	EEOAC
6.1.2 Recognize students and student clubs' efforts to support diversity.	<ul style="list-style-type: none"> Develop campus recognition awards for students and student clubs. 	Fall 2014	EEOAC Student Services

ACTION 6.2 Promote community engagement.

ACTION	TASKS	TIMELINE	RESPONSIBILITY
6.2.1 Pursue and establish links with community service organizations.	<ul style="list-style-type: none"> Identify community events, programs and service organizations for campus involvement. 	TBD	Public Affairs
6.2.2 Promote student clubs involvement in community events.	<ul style="list-style-type: none"> Identify community events, programs and service organizations for student involvement. 	TBD	Student Services Student Activities



Cerritos College Diversity Plan

GOAL STATEMENT #7

Provide strong, ongoing, visible leadership, support and resources to develop and/or enhance cultural competency through diversity education and training.

ACTION 7.1 Develop and reinforce diversity infrastructure.

ACTION	TASKS	TIMELINE	RESPONSIBILITY
7.1.1 Identify a central location in Human Resources where diversity-related information, activities and resources are coordinated.	<ul style="list-style-type: none"> • Establish a diversity area within Human Resources. • Incorporate Diversity into Director position, within Human Resources (complete). 	Spring 2014 – Spring 2015	Human Resources
7.1.2 Create a Diversity Center to increase awareness and knowledge of the campus community.	<ul style="list-style-type: none"> • Convert an existing space into the Diversity Center. • Train employees and students to serve the campus community by staffing the Diversity Center. 	Spring 2015 – ongoing	Human Resources, Student Services Student Activities EEOAC
7.1.3 Improve communication and collaboration among programs.	<ul style="list-style-type: none"> • Collaborate with existing groups and programs for the promotion of diversity and student success (eg. Safe Zone, student clubs, etc.). • Utilize diversity newsletter and webpage to increase communication and awareness 	Fall 2014	Human Resources, Student Services, Academic Affairs, EEOAC, Business Services



Cerritos College Diversity Plan

ACTION 7.2 Ensure that processes for institutional planning and budget development include diversity as a consideration.

ACTION	TASKS	TIMELINE	RESPONSIBILITY
7.2.1 Include diversity concerns in institutional strategic planning and budgeting.	<ul style="list-style-type: none"> Ensure formalized structures, processes and funding to support diversity initiatives, academic programs and curriculum. 	Spring 2014	Planning and Budget Committee, Managers, EEOAC
7.2.2 Ensure that adequate funding is allocated to support the Diversity Plan.	<ul style="list-style-type: none"> Include a line item in the budget that supports Diversity programs, activities and initiatives. 	Spring 2014	Planning and Budget Committee, Executive Committee, EEOAC