

**Equal Opportunity
Institution**

The College District shall endeavor to be an equal opportunity institution in all phases of its operation toward the attainment of the College District's basic mission and goals.

The College District shall subscribe to the fullest extent to the principles of the dignity of all persons and their labors. In order to ensure complete equal opportunity, the College District shall actively recruit both students and applicants for positions from all segments of the general population.

The College District shall provide equal opportunity to all persons employed in salaries, wages, benefits, and working conditions; and the College District shall consistently and aggressively monitor these areas to ensure that any differences that may exist comply with the provisions of this policy.

The College District shall evaluate each employee on assigned and expected job performance in accordance with the legal guidelines in this policy.

The College President and staff of the College District reaffirm the policy that no discrimination or harassment on the grounds of race, color, religion, sex, national origin, age, or disability will exist in any area of employment practices of this institution. [See DOA]

This institution hereby makes the following commitments:

1. The goal that the proportions of black and Hispanic faculty and administrators in positions not requiring the doctoral degree shall be equal to at least the respective proportions of black and Hispanic students graduating with master's degree in the appropriate disciplines from institutions within the state system, or to the respective proportions of blacks and Hispanics in the relevant labor market, whichever is greater. The plan shall include current data showing the number and percentage of blacks, Hispanics, non-Hispanic whites, and others holding such positions at the institution and the disparities, if any, between black and Hispanic representation in the current work force and the goal described above.
2. The goal that the proportions of blacks and Hispanics among faculty and administrators in positions requiring doctoral degree shall at least equal the respective proportions of blacks and Hispanics in the relevant labor market. The plan shall include data showing the numbers and proportions of blacks, Hispanics, non-Hispanic whites, and others holding such positions and disparities, if any, between black and Hispanic representation in the current work force and the goal described above.

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3. The goal that the proportions of blacks and Hispanics among nonacademic personnel at the institution shall be at least equal to the respective proportions of blacks and Hispanics in the relevant labor market.
4. A commitment that until the foregoing goals are met for faculty and administrative positions, the proportions of blacks and Hispanics hired shall at least equal the respective proportions of blacks and Hispanics in the relevant labor markets.
5. Annual numerical goals that shall result in the achievement of the foregoing during the life of the plan have been established. The numerical goals and timetables reflect annual increases in the numbers and proportions of blacks and Hispanics in all job categories until disparities are eliminated.

Internal procedures to implement this policy shall be as follows:

1. A copy of the Affirmative Action Employment Plan shall be available in key offices located throughout the institution.
2. A synthesis of the Affirmative Action Employment Plan shall be included in the orientation materials furnished to all newly hired faculty and staff members.
3. Meetings shall be conducted by the affirmative action officer and/or appropriate administrators with all supervisory personnel to discuss and explain the provisions of the plan. Additional meetings with supervisors shall be conducted not less than semiannually to discuss progress being made through affirmative action efforts.
4. The College President and each appropriate administrator shall continue to cause to be discussed the College District's stance of complete equal opportunity within the various forums of the College District such as, but not limited to, the division chairpersons meetings, faculty meetings, staff meetings, and other related functions.
5. All other plans for internal dissemination not specifically referred to in this section shall be authorized.

External procedures to implement this policy shall be as follows:

1. The College District shall provide a copy of the Affirmative Action Employment Plan to the College District's news media service.
2. A copy of the Affirmative Action Employment Plan shall be available to the leadership of all civil rights groups and agencies within the College District.

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3. The College President shall continue the positive program for the dissemination of the College District's stance of complete equal opportunity to all sources contacted in personnel recruitment.
4. The College District shall include the EEO clause in all purchase orders, leases, contracts, and other such documents, and shall request written appropriate affirmative action on the part of subcontractors, vendors, and suppliers of services, goods, commodities, materials, and the like.
5. Other plans for external dissemination not specifically referred to in this section may also be utilized.

Responsibilities for Implementation

The College President shall have overall responsibility for ensuring that the institution implements the affirmative employment plan. The affirmative action officer shall be responsible for designing and implementing the institution's plan.

The affirmative action officer shall perform the following functions:

1. Perform the necessary duties to ensure the success of the Affirmative Action Program.
2. Serve as liaison of affirmative action matters with governmental agencies and community organizations.
3. Keep the College District community informed about developments in the equal opportunity field.
4. Interact with the Board, College President, vice presidents, directors, division chairmen, high level committees, and other units within the College District structure. At least twice a year the vice presidents shall provide progress reports on affirmative action in their respective divisions to the affirmative action officer.
5. Supervise the formation and operation of advisory units as needed in the College District.
6. Assist in the processing of complaints.
7. Take account of feedback from advisory units and affirmative action committees and utilize such feedback in the administration of the total College District program.
8. Monitor all College District affirmative action activities.
9. Assist divisions, offices, or units in the College District in reaching goals and timetables for utilization of women and minorities. The affirmative action officer shall compile statistics on availability of minorities and women in the local work

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force and in the various disciplines, and shall prepare estimates of turnover rates in each department.

10. Review plans, goals and timetables of individual administrative units of the College District.
11. Advise College District hiring entities as to means of publicizing, and in cooperation with such entities, furnish advertising services with regard to employment and educational opportunities by means that will reach minorities and women.
12. Assist in career counseling as required by HEW guidelines.
13. Facilitate the inclusion of affirmative action activities for in-service training.
14. Compile and distribute periodic reports on the status of women and minorities in the College District.
15. Perform such other affirmative action duties as may be assigned from time to time by the College President in response to changing conditions or requirements.

**Cooperation with
Affirmative Action
Officer**

The affirmative action officer shall have access to any and all College District information, records, documents, reports, etc. relevant to the execution of his or her duties, subject to accepted principles of confidentiality and privacy. Accordingly, he/she shall have the cooperation and assistance of the various administrative offices and departments of the College District as needed in execution of assigned duties.

**Monitoring of
Implementation
Procedures**

The affirmative action officer for the College District shall be directly responsible for appropriately monitoring the implementation of the Affirmative Employment Plan.

1. The affirmative action officer for the College District shall review all present and future recruitment hiring, placement, and transfer activities. This officer will be informed of all changes or organizational procedures in these areas.
2. Information involving promotions and terminations at the College District shall be available for review by the affirmative action officer.
3. All supervisory personnel within the institution shall be informed of the affirmative employment goals within their area. These supervisors will be required to report at the beginning of the fall and spring semesters any actions that impact the attainment of employment goals within their area.

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4. Reports submitted by the supervisory personnel within the institution shall be compiled by the affirmative action officer. The results of these reports shall be distributed by the affirmative action officer. Emphasis shall be placed upon the degree to which institutional and unit goals are attained and the degree to which timetables are met.
5. The College President shall be informed of the effectiveness of this affirmative employment plan by the affirmative action officer on a continuing basis. Formal reports of the effectiveness of the program and specific recommendations to improve any unsatisfactory performance will be presented to the College President each fall and spring semester by the affirmative action officer.
6. Additional monitoring of the implementation process of this plan will be conducted by the affirmative advisory committee. Any discrepancies or recommendations noted by this committee regarding the affirmative employment plan shall be presented to the affirmative action officer.