



Book

VCCCD Administr

## Plan Component 2 - Definitions

: A statistical measure (such as those outlined in the EEO Commission's ) that is applied to the effects of a selection procedure and demonstrates a disproportionate negative impact on any group protected from discrimination pursuant to California 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.

: 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

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

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

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

a.

The Board of Trustees is ultimately responsible for the proper implementation of the District's Plan at all levels of District and college operation, and for ensuring equal employment opportunity as described in the Plan.

b.

The Board of Trustees delegates to the Chancellor the responsibility

- The requirements of Title 5, section 53003, and State and federal nondiscrimination laws;
- Identification and elimination of bias in hiring;
- The educational benefits of workforce diversity; and
- The role of the Advisory Committee in carrying out the District's EEO Plan.

e.

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

f.

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

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

### Plan Component 5 - Complaints

a. Complaints Allegations (Title 5, Section 53026)

The District has established the following process permitting any person to file a complaint alleging that the requirements of the equal employment opportunity regulations have been violated. Any person who believes that the equal employment opportunity regulations have been violated may file a written complaint describing in detail the alleged violation (e.g., violations of current in-house and promotional hiring processes). All complaint forms shall be made available on the District's websites, shall be signed and dated by the complainant, and contain, to the best of the complainant's ability, the names of the individuals involved, the date(s) of the event(s) at issue, and a detailed description of the actions constituting the alleged violation.

Complaints involving current hiring processes must be filed as soon as possible after the occurrence of an alleged violation and not later than sixty (60) days after such occurrence unless the complainant can verify a compelling reason for the District to waive the sixty (60) day limitation. Complaints alleging violations of the Plan that do not involve current hiring processes must be filed as soon as possible after the occurrence of an alleged violation and not later than ninety (90) days after such occurrence unless the violation is ongoing.

A complainant may not appeal the District's determination pursuant to Title 5, section 53026, to the Chancellor's Office. However, under some circumstances, violations of the equal employment opportunity regulations in Title 5 may constitute a violation of a minimum condition for receipt of state aid. In such a case, a complaint can be filed with the California Community Colleges Chancellor's Office, but the complainant will be required to demonstrate that he/she made previous reasonable, but unsuccessful, efforts to resolve the alleged violation at the college and/or District level using the process provided by Title 5, section 53026.

Other complaints filed by any person who believes that EEO regulations have been violated may file a written complaint describing in detail the alleged violation. All complaints filed with the Equal Employment Opportunity Officer or the Vice Chancellor of Human Resources shall be investigated. The Vice Chancellor of Human Resources shall review the complaint, and ensure that an investigation and investigative report with a final determination of the allegations is conducted by the Vice Chancellor or designee. To the extent practicable, a written determination on all accepted written complaints will be issued to the complainant within ninety (90) days of the filing of the complaint. The Equal Employment Opportunity Officer will forward copies of all written complaints to the California Community Colleges Chancellor's Office 53026.



The District's applicant pool, new employee, and workforce composition data for fiscal years 2015-2017 is attached to this report (Attachments B, C, and D).

#### **Plan Component 9 - Methods to Address Underrepresentation**

Per Title 5, section 53003, subdivision (c)(7), an analysis of the degree to which monitored groups are underrepresented and/or significantly underrepresented in comparison to their representation in the field or job category is required to the extent that the State Chancellor has provided numbers of persons from such groups whom the Chancellor determines to be available and qualified to perform the work required for each such job category. Per the latest guidelines from the State Chancellor's Office, Districts are advised that this EEO Plan component is not required until such information is provided. When the data becomes available from the State Chancellor's Office, the District will utilize the data to determine if significant underrepresentation of a monitored group exists. In the meantime, the District will continue to implement the strategies listed in Component 10 below to further equal employment opportunity.

The District will continue to implement its hiring procedures and policies in compliance with EEO regulations.

#### **Plan Component 10 - Additional Measures Necessary to Further Equal Employment Opportunity**

[Attachment A-List of Community Organizations to Receive Annual Written Notice-Rev.11.05.18.pdf \(69 KB\)](#)

[AttachmentB-ApplicantPoolCompositionData2015-2017.pdf \(167 KB\)](#)

[AttachmentC-NewEmployeeCompositionData-2015-2017.pdf \(154 KB\)](#)