

**GLENDALE COMMUNITY COLLEGE**  
**EQUAL EMPLOYMENT OPPORTUNITY PLAN**  
**2019-2022**





**1500 North Verdugo Road  
Glendale, CA 91208-2894**

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### **Plan Component I: Introduction**

The GCC Equal Employment Opportunity and Diversity Plan provides the processes that will be utilized by the District to promote equal employment opportunity and diversity in conformance with all applicable regulations including, but not limited to, the California Code of Regulations, Title 5, [Sections 53000](#) et seq. and [California Education Code Section 87100](#). The Plan is intended to foster a working and learning environment that promotes diversity, inclusion, and equal employment opportunities. To properly serve a growing diverse student population, the Plan also reflects the District's commitment to hire and retain faculty and staff who are sensitive to, and knowledgeable about, the needs of the continually changing and diverse student body and community that it serves.

The commitment of Glendale Community College District to equal employment opportunity and diversity is articulated in [Board Policy 7100](#) – Commitment to Diversity:

The District is committed to employing administrators, faculty, and staff members who are dedicated to student success. The 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 is committed to hiring and staff development processes that support both equal opportunity and diversity, and provide equal consideration for all candidates as required in federal and state law.

**Plan Component II: Board Resolution**

**ACTION OF THE BOARD OF TRUSTEES  
OF THE GLENDALE COMMUNITY COLLEGE DISTRICT TO  
ADOPT THE DISTRICT'S EQUAL EMPLOYMENT OPPORTUNITY PLAN**

The 2019-2022 Glendale Community College District Equal Employment Opportunity Plan ("Plan") was adopted by the Board of Trustees on June 18, 2019. The EEO Plan supports the District's Educational Master Plan and reflects the District's commitment to equal employment opportunity, and its recognition that a diverse and inclusive workforce serves the educational mission of the District to prepare students for success in a global society.

**Plan Component III: EEO and Non-Discrimination Policy Statement**  
**California Code of Regulations, Title 5, Section 53002**

The Board of Trustees of the Glendale Community College District (“District”), by adoption of this Equal Employment Opportunity Plan, reaffirms its commitment to the principles of equal employment opportunity and to the implementation of a comprehensive program to put those principles into practice.

The Glendale Community College District is committed to the principles of Equal Employment Opportunity and implements this comprehensive program to put those principles into practice. The Equal Employment Opportunity Plan will be maintained to ensure the implementation of equal employment opportunity principles conform to federal and state laws.

[District Board Policy 3410](#) ensures 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, gender, gender identity or expression, disability, ancestry, sexual orientation, language, accent, citizenship status, transgendered status, parental status, marital status, economic status, veteran status, medical condition, 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.

The District will continue to strive to achieve a workforce that is welcoming to men, women, persons with disabilities and individuals from all ethnic and other groups to ensure an inclusive educational and employment environment. An inclusive and diverse environment fosters cooperation, acceptance, democracy and free expression of ideas.

**Plan Component IV. Delegation of Responsibility, Authority and Compliance**  
**California Code of Regulations, Title 5, Sections [53003\(c\)\(1\)](#) and [53020](#)**

It is the goal of the Glendale Community College District that all employees promote and support equal employment opportunity because advancing equal employment opportunity goals 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 and college operation, and for ensuring equal employment opportunity as described in the Plan.

2. Superintendent/President

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

3. Equal Employment Opportunity Officer

The District has designated the Vice President of Human Resources as its Equal Employment Opportunity Officer. 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 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 Equal Employment Opportunity Advisory Committee acts 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 assists in the implementation of the Plan in conformance with state and federal regulations and guidelines, monitors equal employment opportunity progress, and provides 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 District 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 shall make a continuous good faith effort to comply with all the requirements of its Plan.

**Plan Component V. The EEO Advisory Committee and Diversity Task Force**  
**California Code of Regulations, Title 5, [Section 53005](#)**

The Equal Employment Opportunity Advisory Committee assists the District in implementing its Equal Employment Opportunity Plan. The Committee is one of the District's Shared Governance Committees in accordance with [Administrative Regulation 2511](#). The Committee also assists in promoting an understanding and support of equal opportunity and nondiscrimination policies and procedures. The committee may sponsor events, training, internships or other activities that promote equal employment opportunity, nondiscrimination, retention, diversity and inclusion.

Every school year, the Advisory Committee shall receive training in all of the following:

1. The requirements of all applicable Federal, State, and local laws, including Title 5 of the California Code of Regulations, Section 53000 et seq.;
2. Identification and elimination of bias in hiring;
3. The educational benefits of workforce diversity; and
4. The role of the Advisory Committee in carrying out the District's EEO Plan.

The makeup of the committee will include a diverse membership whenever possible and a substantial good faith effort to maintain a diverse membership is expected. If the District has been unable to meet this requirement, it will document that efforts were made to recruit advisory committee members who are members of monitored groups. The committee is composed of three faculty members, three classified members, and three administrators/managers. Ex officio members shall include the Title IX officer, and the District Human Resources Specialist, the person designated by the campus to coordinate ADA compliance as needed. The Equal Employment Opportunity Advisory Committee holds a minimum of four (4) meetings per -calendar year, with additional meetings if needed to review EEO-related diversity efforts, programs, policies, and progress. When appropriate, the advisory committee makes recommendations to the Board of Trustees, the Superintendent/President, and the Equal Employment Opportunity Officer.

The EEO Advisory Committee has established a Special Task Force on Diversity, Equity and Inclusion. The Special Task Force is a separate working group focused on ideas for policy development, curriculum development and promoting awareness throughout the District. The working group will make recommendations to the Advisory Committee.

The Advisory Committee will review the EEO Plan and any diversity initiatives at least once every three years, and any revised Plan will be submitted to the Chancellor's Office.

**Plan Component VI: Complaints**

**California Code of Regulations, Title 5, Sections [53003\(c\)\(2\)](#), [53026](#), and [59300](#) et seq.**

The procedure for filing complaints alleging violation of the Equal Employment Opportunity regulations are set forth in Administrative Regulations 3420 (Equal Employment Opportunity Non-Compliance Complaints) , AR 3430 (Prohibition of Harassment) ,AR 7103 (Title IX Complaint Procedures), AR 3435 (Discrimination and Harassment Investigations), and AR 3540 (Sexual Other Assaults on Campus) . A person may file a complaint alleging that the requirements of the equal employment opportunity regulations have been violated. The Administrative Regulations are accessible on the District's website, and copies are available in the Office of Human Resources.

Complaints may be filed with any of the following District employees:

1. The Vice President, Human Resources (the Chief Human Resources Officer and EEO Officer for the District)
2. The Executive Vice President of Administrative Services
3. The Vice President of Student Services
4. The Vice President of Instructional Services
5. The Chief of Police; and/or
6. The State Chancellor's Office

The District's complaint procedure is delineated in [Administrative Regulation 3435](#).

**Plan Component VII: Notification of EEO Plan & Policy to District Employees**

The commitment of the Board of Trustees and the Superintendent/President to equal employment opportunity is emphasized through the broad dissemination of its Equal Employment Opportunity Policy Statement and the Plan.

The District's EEO Policy Statement is accessible on the District's website, and is printed in the college catalogs and class schedule. The Plan and subsequent revisions will be distributed to the District's Board of Trustees, the Superintendent/President, administrators, Academic Senate leadership, union representatives and members of the District Equal Employment Opportunity Advisory Committee and Diversity Task Force.

The EEO Plan is also available on the District's website, and when appropriate, may be distributed by e-mail. Each year, the District will notify all employees of the Board's Equal Employment Opportunity Policy Statement and summarize the provisions of the District's Equal Employment Opportunity Plan. The Office of Human Resources 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 include the following provisions:

1. The importance of employee participation and responsibility in ensuring the Plan's implementation;
2. The availability of the Plan on the GCC/Office of Human Resource's website and at the Office of Human Resources; and
3. That any person may request a paper or electronic copy of the Plan from the District's Office of Human Resources.

#### **Plan Component VIII: Recruitment, Screening and Selection Procedures**

All recruitment for employment positions conducted by the District including, but not limited to, the recruitment of positions conducted by the District's Office of Human Resources, shall be conducted consistent with all the requirements set forth in Title 5 of the California Code of Regulations, and [Administrative Regulations 7120](#) (Tenure-Track Faculty Hiring) [Administrative Regulations 7121](#) (Adjunct Faculty Hiring) AR 7123 (Classified Hiring) and [Administrative Regulations 7250](#) (Administrative and Management Hiring).

The District's Office of Human Resources shall recommend the creation of job announcements that set qualifications for employment positions consistent with all the requirements set forth in Section 53022 of Title 5 of the California Code of Regulations.

The District's Office of Human Resources shall facilitate applicant pool reviews and take appropriate action as necessary consistent with all of the requirements set forth in Section 53023 of Title 5 of the California Code of Regulations.

The District's screening and selection procedures shall be consistent with all the requirements set forth in Title 5 of the California Code of Regulations. Specifically, all screening and selection techniques, including the procedure for developing interview questions, and the selection process as a whole, shall be:

1. Provided to the Chancellor upon request;

2. Designed to ensure that for all faculty, administrative and classified positions, “meaningful consideration” is given to the extent to which applicants demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students<sup>1</sup>
3. Based solely on job-related criteria; and
4. Designed to avoid an adverse impact, as defined in [Section 53001](#)(a) of Title 5 of the California Code of Regulations, and monitored by means consistent with this section to detect and address any adverse impact which occurs for any monitored group.

### **Plan Component IX: Training for Hiring Committees and Hiring Managers**

Whenever possible, hiring committees shall include a diverse membership that will bring a variety of perspectives to the assessment of applicant qualifications.

Any organization or individual, whether or not an employee of the District, who manages or participates in the recruitment and screening/selection of District personnel, shall receive training on the following:

1. The requirements of Title 5 of the California Code of Regulations, Section 53000 et seq.;
2. The requirements of all applicable federal, state, and local nondiscrimination laws;
3. The requirements of the District’s Equal Employment Opportunity Plan;
4. The District’s policies on nondiscrimination, recruitment, and hiring;
5. The educational benefits of workforce diversity;
6. The elimination of bias in hiring decisions; and
7. Recommendations of best practices in serving on hiring committees.

Each District employee serving in on a hiring committee is required to complete an EEO training session each time he or she is appointed to a hiring committee. This training is mandatory; individuals who have not received this training are not be allowed to serve on the committee.

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<sup>1</sup> “Meaningful consideration” means that during the selection process, candidates shall be required to demonstrate sensitivity to diversity in ways relevant to the specific position.

Other periodic training may be offered for those who may chair or serve on a hiring committee in the future. The District's Office of Human Resources is responsible for coordinating and providing training for Managers, Administrators, Faculty, Staff and any other potential Hiring Committee members.

#### **Plan Component X: Persons with Disabilities and Reasonable Accommodations**

The District shall ensure, through the District's Office of Human Resources, that applicants and employees with disabilities are provided with reasonable accommodations consistent with the requirements set forth in [Section 53025](#) of Title 5 of the California Code of Regulations and all applicable federal, state, and local laws including [Government Code, Sections 11135](#) et seq. and [12940\(m\)](#); Section 504 of the Rehabilitation Act of 1973; and the Americans with Disabilities Act.

Such accommodations may include, but are not limited to, job site modifications, job restructuring, part-time work schedules, flexible scheduling, reassignment to a reasonably equivalent vacant position, adaptive equipment, and auxiliary aides such as readers, interpreters, and note takers.

#### **Plan Component XI: Annual Written Notice to Community Organizations**

The Equal Employment Opportunity Officer will provide annual written notice to appropriate community-based and professional organizations concerning the Plan. The notice will inform these organizations that they may obtain a copy of the Plan, and shall solicit their assistance in identifying diverse qualified candidates.

The notice will include a summary of the Plan. The notice will also include the internet address where the District advertises employment opportunities 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.

A list of organizations that will receive this notice is included in the Plan as Appendix D. This list may be revised by the EEO Advisory Committee from time to time as necessary.

### **Plan Component XII: Data Collection and Analysis of District Workforce and Applicant Pools**

At least once every 3 years, but more often if determined necessary by the Superintendent/President or his/her designee, the Office of Human Resources will facilitate the following:

1. An analysis of data regarding potential job applicants, to the extent provided by the State Chancellor, which may indicate significant underrepresentation of a monitored group
2. An Analysis of data pursuant to [Section 53003\(c\)\(7\)](#) of Title 5 of the California Code of Regulations to determine whether a group is significantly underrepresented; and
3. A Longitudinal analysis of job applicant data to identify whether over multiple job searches, a monitored group is disproportionately failing to move from the initial applicant pool to the qualified applicant pool.

The Office of Human Resources will provide copies of the data collected to the EEO Committee. The District will report the results of its annual survey administered pursuant to Title 5 [Section 53004](#) to the Chancellor as required.

For purposes of data collection, 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. The composition of each initial applicant pool is recorded and may be reviewed by the District Equal Employment Officer or designee. The information will be kept confidential and will be separated from the applications that are forwarded to the screening/selection committee and hiring administrator(s).

If necessary, the Plan may be revised based on an analysis of the ethnic group identification, gender, and/or 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) Professional Non-faculty
- 3) Secretarial/Clerical
- 4) Technical and Paraprofessional
- 5) Skilled Crafts
- 6) Service and Maintenance
- 7) Faculty and other Instructional Staff in the following areas/disciplines:
  - Adjunct
  - Continuing Education

- Instructional and Support Services
- Career Education
- Mathematics
- English
- Natural Sciences
- Health and Physical Education
- Social Sciences
- Humanities

The analyses used in the review shall include, but need not be limited to, an analysis of data regarding potential job applicants, to the extent provided by the State Chancellor pursuant to Title 5, [Section 53003\(c\)\(7\)](#) of the California Code of Regulations.

### **Plan Component XIII: District Measures to Address Identified Underrepresentation**

Where the review required in Plan Component XII identifies that significant underrepresentation of a monitored group may be the result of non-job related factors in the employment process, the District shall implement additional measures designed to address the specific area of concern consistent with federal and state law.

These additional measures may include, but are not limited to the following:

1. A review of the District's recruitment procedures to identify and implement any additional measures which might reasonably be expected to attract candidates from the significantly underrepresented group;
2. Consideration of various other means of reducing the significant underrepresentation which do not involve taking monitored group status into account and implement any such techniques which are determined to be feasible and potentially effective; and
3. A determination of whether the group is still significantly underrepresented in the category or categories in question after the measures described in (1) and (2) have been in place for a reasonable period of time.

**Plan Component XIV. Developing and Maintaining Institutional Commitment to Diversity**

Establishing and maintaining a richly diverse workforce is an on-going process that requires continued institutionalized effort. The District recognizes that multiple approaches are appropriate to fulfill its mission of ensuring equal employment opportunity and the creation of a diverse workforce.

The Diversity Task Force was formed by the EEO Advisory Committee in 2014. See Appendix B for the committee and task force membership lists. The task force was charged with developing a college diversity plan that promotes the appreciation of differences that inevitably emerge when people of all ages and walks of life pursue education in a common place.

The following action items were recommended by the Diversity Task Force and were implemented by the EEO Advisory Committee in order to develop and maintain its ongoing commitment to diversity:

<b>Action Item</b>	<b>Responsible/Managing Committee Member(s)</b>	<b>Departments/Committees Involved</b>	<b>Results/Outcomes</b>
The District will create a Faculty Diversity Internship Program to prepare and recruit diverse community college faculty	<i>VP, Human Resources</i>	<i>EEO Advisory Committee Office of Human Resources Office of Student Services Student Equity Committee</i>	<i>Program has been created and has been running for the past three years. This program will be continuous</i>
The District will conduct surveys of campus climate on a regular basis and implement concrete measures that utilize the information drawn from the surveys. [53024.1 (a)]	<i>VP, Human Resources Dean, Research Planning Grants</i>	<i>Office of Human Resources Office of Research, Planning &amp; Grants</i>	<i>Campus Climate Survey was disseminated in fall of 2018. These surveys will be continuous, and data will be evaluated.</i>
<b>Action Item</b>	<b>Responsible/Managing Committee Member(s)</b>	<b>Departments/Committees Involved</b>	<b>Results/Outcomes</b>
The District will distribute Exit Questionnaires to employees who resign from the District, maintain a data base of responses, analyze the data for patterns impacting particular monitored groups, and implement concrete measures that utilize this information. [53024.1 (b)]	<i>VP, Human Resources</i>	<i>Office of Human Resources EEO Advisory Committee</i>	<i>Incomplete and will need to be implemented in the future</i>

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The District provides continuous training regarding the elimination of bias in hiring and employment to all faculty and staff. [53024.1 (c)]	<i>VP, Human Resources</i>	<i>Office of Human Resources</i>	<i>This training has been implemented for hiring committees and is ongoing</i>
The District provides ongoing cultural awareness training to members of the campus community. [53024.1 (d)]	<i>EEO Officer EEO Training &amp; Compliance Coordinator Cultural Diversity Coordinator</i>	<i>Office of Human Resources Multi-cultural Center Office of Student Services Student Equity Committee</i>	<i>This training was provided to all members of the campus community and will be ongoing</i>
The District maintains a variety of programs to support newly-hired employees such as mentoring, professional development, and leadership opportunities. [53024.1 (a)]	<i>VP, Human Resources</i>	<i>Office of Human Resources EEO Staff Development Faculty Development Instructional Services</i>	<i>Incomplete and will need to be implemented in the future</i>
The District's board of trustees receives training on the elimination of bias in hiring and employment at least once every election cycle. [53024.1 (g)]	<i>VP, Human Resources</i>	<i>Office of the Superintendent/President Office of Human Resources</i>	<i>Incomplete and will need to take place in the future</i>
The District attempts to gather information from applicants who decline job offers to find out why, records this information, and utilizes it. [53024.1 (p)]	<i>Human Resources Manager</i>	<i>Office of Human Resources EEO Advisory Committee</i>	<i>Incomplete and will need to be implemented in the future</i>
The District maintains updated curricula, texts, and/or course descriptions to expand the global perspective of the particular course, readings or discipline. [53024.1 (n)]	<i>EEO Training &amp; Compliance Coordinator</i>	<i>Office of Human Resources EEO Advisory Committee Curriculum &amp; Instruction Committee Office of Instructional Services</i>	<i>The district currently offers 108 courses that address the global perspective. Current work is being done to update curricula and texts.</i>
<b>Action Item</b>	<b>Responsible/Managing Committee Member(s)</b>	<b>Departments/Committees Involved</b>	<b>Results/Outcomes</b>
The District conducts longitudinal analysis of various	<i>VP, Human Resources</i>	<i>Office of Human Resources EEO Advisory Committee</i>	<i>Data is currently being collected and analyzed and will be ongoing.</i>

employment events by monitored group status such as: hiring, promotion, retention, voluntary resignation, termination, and discipline. [53024.1 (q)]			
The District will increase awareness and stimulate dialogue on diversity issues through workshops, classroom activities and multi-cultural events.	<i>EEO Training &amp; Compliance Coordinator</i>	<i>Office of Human Resources EEO Advisory Committee</i>	<i>Over 50 workshops, multi-cultural events, and classroom activities have taken place between 2016-2019. This will continue to take place on an ongoing basis.</i>
The EEO Committee will collaborate with the Student Equity and Cultural Diversity Coordinators to expand the diversity resources available to faculty, staff, and students.	<i>EEO Training &amp; Compliance Coordinator</i>	<i>Office of Human Resources Office of Student Services Student Equity Committee</i>	<i>This has been accomplished and will continue on an ongoing basis.</i>

The following indicators come from the 9 multiple methods cross reference guide from the California Community Colleges Chancellors Office.

<b>Performance Indicators</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-2019</b>
Number of Interns participating in the Internship Program	Six interns placed	6 interns placed	4 interns placed
Number of EEO & Diversity-related trainings offered and participation level for all students and employees.	8	8	5
Number of EEO & Diversity-related Professional Development opportunities and workshops offered and participation level for all students and employees.	8	9	11
Number of District-wide initiatives that will provide students, faculty and staff with exposure to different cultures through events.	0	5	5
Number of Diversity-Related Classroom Activities Identified	0	0	0

Nothing in this section shall be construed to prohibit the District from taking any other steps it concludes are necessary to ensure equal employment opportunity, provided that such actions are consistent with the requirements of all applicable laws.

**Plan Component XV. Accountability/Certification to the Chancellor's Office**

The District, through the Equal Employment Opportunity Officer, shall provide all reports and certifications required by the State Chancellor, including, without limitation, those required under Sections 53024.2 and 53034 of Title 5 of the California Code of Regulations.

**Appendix A**  
**List of 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) Board of Governors: The California Community College Board of Governors sets policy and provides guidance for the 72 Districts and 112 colleges that constitute the system.
- 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.

- 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) 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) 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.
- 9) 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).
- 10) Person with a Disability: "Person with a disability" means any person who:
  - a) 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,
  - b) has a record of such an impairment, or
  - c) 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.
- 11) 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.
- 12) 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.

- 13) 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.
- 14) 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.
- 15) 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.

**Appendix B**

**List of EEO Advisory Committee and Diversity Task Force Members  
2018-19**

EEO Advisory Committee

Cindy Pollack

Donna Diamond

Elmira Nazaryan

Frankie Strong

Gordon Lui

James Castel De Oro

Juliann Wolfram

Kahung Lee

Rosemarie Shamieh

Sandy Somo

Val Dantzler

Victor Robles

Young Gee

Victor Robles

**Appendix C**

**List of the District's Policies and Procedures for the Prohibition of Unlawful Discrimination, Harassment and Retaliation**

<b>Policy</b>	<b>Subject</b>	<b>Applicability</b>
2431	Superintendent/President Selection	Applicants and all members of the campus community
3410 (renumbered from Board Policy 4032 on 10-21-14)	Non-Discrimination and Equal Opportunity Policy	Education programs and employment
3420 (renumbered from Board Policy 4031 on 10-21-14)	Equal Employment Opportunity Non-Compliance Complaints	Applicants to and employees of GCCD
3430	Prohibition of Harassment	Students and Employees in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District's facilities, a District vehicle, or at a class or program sponsored by the District at another location.
3435	Discrimination and Harassment Investigations	All members of the campus community
3540	Policy on Sexual Assault	All members of the campus community
7103 (renumbered from Board Policy 4031.4 on 2/3/15)	Title IX Complaint Procedures	Employees and Students of GCCD
7120	Hiring Procedures for Tenure-Track Faculty	All members of the campus community
7121	Hiring Procedures for Adjunct Faculty	All members of the campus community
7123	Hiring Procedures for Classified Employee Hiring	All members of the campus community

**Appendix D**

**List of Community Organizations and Professional Groups for Annual Written Notice of the District's EEO Plan**

Ed Join  
CCC Registry  
Glendale Latino Association  
Armenian Society of Los Angeles