



NORTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

North Orange County Community College District  
*Equal Employment Opportunity Plan*  
2019-2022

## **Table of Contents**

I. Introduction	1
II. Definitions	2
III. Policy Statement	3
IV. Responsibility and Authority for Implementation and Compliance	4
V. EEO Advisory Committee	5
VI. Complaints	6
VII. Notification to District Employees	7
VIII. Training for Screening/Selection Committees	7
IX. Annual Written Notice to Community Organizations	8
X. Analysis of District Workforce and Applicant Pools	8
XI. Strategies Demonstrating Ongoing Institutional Commitment to Diversity and EEO Hiring	9
Appendix A	15



NORTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

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May 17, 2019

**The North Orange County Community College District Equal Employment Opportunity Plan**

**I. Introduction**

I am pleased to present the North Orange County Community College District's (NOCCCD) Equal Employment Opportunity (EEO) Plan for 2019-2022. Inside you will find an outline of our ongoing commitment to developing and sustaining a diverse, highly qualified workforce that is reflective of the community we serve.

The Plan's immediate focus is equal employment opportunity in its recruitment and hiring policies and practices pursuant to the applicable Title 5 regulations (section 53000 et seq.) and the steps the District shall take in the event of underrepresentation of monitored groups. Beyond that, the District's goal is to craft, nurture, and sustain a working environment that is welcoming to all, one that fosters and celebrates diversity, and promotes and rewards excellence. I am so pleased with the progress NOCCCD has made over the last few years, including establishing our first Faculty Fellows Program, working with area graduate schools to recruit diverse graduates for employment, and substantial work revising the selection committee criteria for the hiring process.

This Plan is intended to continue our important conversation of broadening our focus on inclusion and equity, and on building campus community. As Chancellor, I am committed to the successful implementation of this EEO Plan and overseeing the sustained, institutional effort necessary for its success. I welcome all thoughts and comments on how best to achieve these goals and your experiences in promoting a diverse academic environment. Please email me at [cmarshall@nocccd.edu](mailto:cmarshall@nocccd.edu) or call 714-808-4797.

Sincerely,

A handwritten signature in blue ink that reads "Cheryl Marshall".

Cheryl Marshall, Ed.D.  
Chancellor

## **II. Definitions**

[Reference – Title 5 §§ 53001 and 53021]

- 1) *Adverse Impact:* A statistical measure (such as those outlined in the EEO Commission's *Uniform Guidelines on Employee Selection Procedures*) that is applied to the effects of a selection procedure and demonstrates a disproportionate negative impact on any group protected from discrimination pursuant to Government Code section 12940. A disparity identified in a given selection process will not be considered to constitute adverse impact if the numbers involved are too small to permit a meaningful comparison.
- 2) *Chancellor's Office:* California Community College's Chancellor's Office.
- 3) *Diversity:* 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.
- 4) *Equal Employment Opportunity:* A workplace where 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, including in the seven job categories identified in the Title 5 regulations, namely: executive/administrative/managerial, faculty and other instructional staff, professional nonfaculty, secretarial/clerical, technical and paraprofessional, skilled crafts, and service and maintenance. Equal employment opportunity also involves:
  - Identifying and eliminating barriers to employment that are not job related; and
  - Creating an environment which is welcoming to all groups protected from discrimination pursuant to Government Code section 12940.
- 5) *Equal Employment Opportunity Plan:* A written document that provides the guidelines for how a District's workforce will be analyzed and specific plans and procedures for promoting equal employment opportunity.
- 6) *Equal Employment Opportunity Programs:* All the various methods by which EEO is promoted. Such methods include, but are not limited to, using nondiscriminatory employment practices, actively recruiting, monitoring and taking additional steps consistent with the requirements of Title 5, Section 53006.
- 7) *Ethnic Group Identification:* An individual's identification in one or more of the ethnic groups reported to the Chancellor pursuant to section 53004. These groups may be more specifically defined by the Chancellor consistent with state and federal law.

- 8) *In-house or Promotional Only Hiring*: Only existing District employees are allowed to apply for a position.
- 9) *Monitored Group*: A group identified in Title 5, section 53004(b) for which monitoring and reporting is required pursuant to Section 53004(a).
- 10) *Person with a Disability*: 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.
- 11) *Projected Representation*: The percentage of persons from a monitored group determined by the Chancellor to be available and qualified to perform the work in question. Note: At time of adoption, the State Chancellor's Office has concluded that it lacks sufficiently reliable availability data to make such determinations.
- 12) *Selection Procedures*: 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*: 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. (See note in *Projected Representation*).

### **III. Policy Statement**

North Orange County Community College District  
(Education Code § 87100 et seq; Title 5 § 53000 et seq.)

The North Orange County Community College District is committed to equal employment opportunity principles and practices. This comprehensive Equal Employment Opportunity (EEO) Plan is adopted and implemented to ensure the application of equal employment opportunity principles that conform to federal and state laws. The District is also committed to principles of diversity and inclusion which are fundamental elements of higher education to ensure equity, retention and success.

As reflected in this EEO Plan, the District is committed to a continuing, good faith effort to ensuring that all qualified applicants for employment and employees have full and equal access to employment opportunities, and are not subject to discrimination in any program or activity of the District on the basis of ethnic group identification, national origin, religion, age, sex, gender, gender identification, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, immigration status, or military and veteran status, or as otherwise prohibited by state and federal statutes, or because they are perceived to have one or more of the foregoing

characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

As further reflected in this EEO Plan, the District endeavors to provide a diverse and inclusive educational and employment environment that fosters cooperation, collaboration, equity, democracy, professionalism, and free expression of ideas. The District finds that a diverse and inclusive workforce furthers its mission of preparing students for success in a diverse and global society. The District finds that a diverse and inclusive workforce is essential to creating the robust academic environment in which students and employees thrive.

#### **IV. Responsibility and Authority for Implementation and Compliance**

*[Title 5 §§ 53003 (c) (1), and 53020]*

##### **A. Board of Trustees:**

The ultimate authority and responsibility for implementing the *Plan* provisions and the equal employment opportunity regulations of Title 5 of the California Code of Regulations vests in the Board of Trustees of the North Orange County Community College District.

##### **B. Chancellor:**

The Board of Trustees delegates to the Chancellor the overall responsibility for implementation of the *Plan* at all levels of District and college operations in compliance with the equal employment opportunity provisions of Title 5 of the California Code of Regulations.

##### **C. Vice Chancellor of Human Resources:**

The Vice Chancellor of Human Resources has operational authority for the implementation of the *Plan* in compliance with equal employment opportunity provisions of Title 5 of the California Code of Regulations. Operational implementation includes but is not limited to:

- Overseeing the collection and lawful use of longitudinal data analysis, as well as data reporting as required. This includes ensuring that employee/applicant demographic data is not available to selection committees or otherwise utilized in making individual employment decisions;
- Ensuring that those involved in implementation of the EEO Plan including the EEO Advisory Committee, and those serving on screening committees receive training regarding EEO hiring and the EEO Plan in compliance with Title 5 and this EEO Plan;
- Developing and implementing Hiring Procedures consistent with the EEO Plan;
- Receiving and investigating complaints, as provided in this *Plan*, by individuals who believe that the District has violated the equal employment opportunity regulations of Title 5 of the California Code of Regulations. The actual acceptance and investigation of complaints may be assigned to other personnel officers of the District with direct responsibility to the Vice Chancellor.

- General oversight of the implementation of the EEO Plan.

**D. District Director of Diversity and Compliance:**

The District Director of Diversity and Compliance (hereafter “Director”), is designated as the District’s Equal Opportunity Officer responsible for providing leadership in the day-to-day administration, implementation and monitoring of the *Plan*.

**E. 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 the equal employment opportunity provisions of Title 5 of the California Code of Regulations.

**F. Good Faith Effort:**

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

**V. Equal Employment Opportunity Advisory Committee**

*[Title 5 § 53005]*

The District has established an Equal Employment Opportunity Advisory Committee to assist the District in developing and implementing the District’s Equal Employment Opportunity Plan, help formulate and recommend activities to promote diversity, inclusion, and cultural competence district wide. The committee may also assist in promoting an understanding and support of equal opportunity and nondiscrimination policies and procedures. The committee may work in coordination with other groups on campus to sponsor events, training, or other activities that promote equal employment opportunity, nondiscrimination, inclusion, retention, and diversity. The committee acts in an advisory capacity to the Vice Chancellor of Human Resources.

The committee shall be comprised of the following:

- The Director of Diversity and Compliance (chairperson);
- One member appointed by each College Diversity Committee;
- One faculty appointed from each Academic Senate;
- One classified employee appointed by CSEA;
- One management employee, appointed by the District Management Association;
- One confidential employee, appointed by the Confidential Employees Group;
- One District Services employee, appointed by the Chancellor;
- One student representative from each college, appointed by the Associated Students;
- One student representative from North Orange Continuing Education, appointed by the NOCE Academic Senate; and
- Two community representatives, appointed by the Chancellor.

The committee shall meet at least two times per semester. Additional meetings will be scheduled if needed to review equal employment opportunity and diversity efforts, programs, policies, and progress of the District.

It is understood that continuity of attendees and regular attendance facilitate the productivity and progress of the committee. Members will make reasonable efforts to attend. However, each appointing body identified above may also, at its discretion, appoint an alternate to attend a meeting; the member will make every effort to inform the alternate of progress made at the last meeting.

## **VI. Complaints**

[Reference – Title 5, §§ 53003(c) (2), and 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. This process is separate from the District's unlawful discrimination complaint procedure. The procedures for filing an employment discrimination complaint are found at: <https://www.nocccd.edu/how-to-file-a-complaint-430>. Any person who believes that the equal employment opportunity regulations have been violated may file a written complaint, using the process described below.

- A. The complaint must be in writing and shall be filed with the Vice Chancellor of Human Resources, District Office of Human Resources, Anaheim Campus, 1830 W.Romneya Drive, Anaheim, CA 92801-1819. The complaint must be dated and signed with an original signature. Anonymous complaints will not be accepted.
- B. The complaint must allege a violation of the equal employment opportunity regulations under section 53000 et seq. of Title 5 of the California Code of Regulations, and shall set forth the facts that explain the basis of the alleged violation, including, but not limited to, the name(s) of the individual(s) involved, the date(s) of the event(s) at issue, and a detailed description of the actions constituting the alleged violation.
- C. The complaint must be filed no later than sixty (60) days after the date of occurrence of the alleged violation.
- D. Defective Complaint: The District may return without action any complaint which it finds does not meet the above-referenced requirements, or on the basis of any of the following:
  1. Identical Title 5 allegations have previously been investigated and resolved;
  2. The allegations are a continuation of a pattern of previously filed complaints involving the same or similar allegations that have been determined by the District to be factually or legally unsubstantiated;
  3. The complaint is unintelligible or does not state a clear violation of the equal employment opportunity regulations;

4. The complaint fails to allege facts that explain the basis for the alleged violation.
- E. If a complaint is returned as defective, the District shall notify the complainant as to the manner in which the complaint is defective.
- F. Where a complaint is not defective, a written determination on all accepted written complaints will be issued to the complainant within ninety (90) days of the filing of the complaint. If this is not practical, a written notification will be provided to the complainant as to the reasons for the extension and estimated date of completion.
- G. The determination of the District with respect to complaints filed pursuant to this procedure shall be final.

## **VII. Notification to District Employees**

*[Title 5 § 53003 (c) (3)]*

The *Plan* will be posted on the District's website. Within ninety (90) days after the date of adoption by the governing board, employees of the District will be provided with electronic notice of the provisions of the *Plan* and the District's Board Policy 7100 *Commitment to Equal Employment Opportunity and Diversity* Policy Statement, including the website link to these documents. New employees will be provided with such notice when they commence their employment with the District.

Each year, the District will inform all employees of the *Plan*. The annual notice will contain the following provisions:

- The importance of the employee's participation and responsibility in ensuring the *Plan's* implementation;
- The availability of the *Plan* on the District website, at the Office of the Chancellor and College Presidents, Provost and Vice President for Student Services at each campus, and the Office of Human Resources.

## **VIII. Training for Screening/Selection Committees**

*[Title 5 § 53003 (c) (4)]*

Any person, whether or not an employee of the District, who is involved in the recruitment, screening, selection or other hiring process for District personnel shall participate in interactive training within 24 months prior to performing these duties. The training shall cover all of the following:

- The requirements of the Title 5 regulations regarding equal employment opportunity (Section 53000 et. seq.)
- Federal and state law regarding nondiscrimination in employment
- The requirements of the District's EEO Plan
- The District's policies on nondiscrimination, recruitment, and hiring

- The educational benefits of workforce diversity
- The importance of equity and inclusion
- The elimination of bias in hiring decisions
- Best practices in serving on a selection or screening committee
- Culturally responsive teaching practices and micro-aggressions

Equal Employment Opportunity Representatives who serve on screening committees shall participate in specialized training entitled Hiring Guidelines and EEO/Diversity Representative Training. The training shall be interactive and shall cover all of the topics listed above as well as the duties of the EEO Representative. All managers shall also complete this training every two years.

These trainings are mandatory; individuals who have not completed these trainings within the last 24 months will not be allowed to serve on hiring committees. Any individual, whether an employee of the District, or an individual acting on behalf of the District, with regard to recruitment and hiring of employees is subject to the equal employment opportunity requirements of Title 5 § 53020(c) and the District's Plan. The trainings will be provided by the District Office of Human Resources.

## **IX. Annual Written Notice to Community Organizations**

*[Title 5 § 53003 (c) (5)]*

The Director will provide annual written notice concerning the *Plan* to appropriate community-based and professional organizations that may be of assistance as recruitment sources in identifying qualified applicants. The notice will include:

- The internet address where it can be located;
- Information regarding access to position advertisements on the District's website;
- Other relevant sources of employment information such as the Human Resources Department phone number for employment information.

The District will actively seek to reach a diverse selection of recruitment sources, such as various institutions, organizations, and agencies. A list of organizations, which will receive this notice, is attached as Appendix A of this *Plan*. This list may be revised from time to time, as necessary.

## **X. Analysis of District Workforce and Applicant Pools**

*[Title 5 §§ 53003 (c) (6), and 53004]*

The Director will annually collect employee demographic data at each college, North Orange Continuing Education, and the District Office. The Director shall prepare an analysis of the number of persons from monitored groups in each of the following job categories:

- 1) Executive / Administrative / Managerial
- 2) Faculty and other Instructional Staff
- 3) Professional Nonfaculty
- 4) Secretarial / Clerical

- 5) Technical and Paraprofessional
- 6) Skilled Crafts
- 7) Service Maintenance

Monitored groups are men, women, American Indians/Alaskan Natives, Asians and Pacific Islanders, Blacks/African-Americans, Hispanics/Latinos, White/Caucasian and persons with disabilities.

The Director shall also monitor initial and qualified applicant pools for employment on an ongoing basis. The Director shall use this data to evaluate the District's progress in implementing the *Plan*, and to provide data needed for the reports required by the *Plan*. Data shall be maintained year-to-year and longitudinal analysis shall be conducted where there is at least three years of data to review, or sooner if the Director concludes that there is sufficient data for the analysis to be meaningful.

The District shall administer an exit survey for all voluntary and involuntary resignations and include this data in the annual data analysis and report.

In order to encourage self-reporting by employees and applicants, each applicant and employee shall be requested to identify their gender, ethnic group identification, and whether or not they are disabled. The data collection instrument will clearly notify applicants/employees that this information is kept confidential; is not utilized in making any individual employment decisions or viewed by those making such decision; and is separated from the applications that are forwarded to the screening/interview committee and hiring administrator(s).

The District's applicant pool and workforce analysis from 2010 to 2018 are at: <https://www.nocccd.edu/diversity-report>.

## **XI. Strategies Demonstrating Ongoing Institutional Commitment to Diversity and EEO Hiring**

*[Title 5 § 53003 (c) (10)]*

The District recognizes that for an EEO Plan to be successful, it must first dedicate the necessary resources to its implementation. As such, the District has created the position of District Director of Diversity and Compliance. This position shall be responsible for the monitoring and implementation of this EEO Plan. Further, the strategies identified here will receive the visible support of District leaders at the District and college levels.

Additionally, the District recognizes that effective strategies and practices that foster EEO and diversity are sustained, data driven, comprehensive, and implemented at all levels of the institution. In order to carry out a broad-based, comprehensive approach, the District has identified four key approaches to promoting EEO and diversity hiring and commits in this *Plan* to efforts within each of these key areas. The four key areas are:

- 1) The ongoing collection, presentation, reflection upon and utilization of longitudinal, demographic data.

- 2) Strategies designed to build an inclusive and welcoming work environment. The District believes that such an environment provides an essential recruitment and retention tool for employees who come from underrepresented groups in their field or discipline and thus operates as an important tool for building and sustaining a diverse workforce.
- 3) Strategies to build highly qualified and diverse applicant pools. The District believes that through such efforts it is in the best position to continue to select the most qualified candidates, while building the diversity of the workforce.
- 4) Strategies for eliminating bias in the selection process. As the District becomes increasingly effective in building qualified and diverse applicant pools, it also needs to ensure processes under which all applicants are given equal consideration.

For the 2019 to 2022 period, the District will institute the following measures in support of the four approaches to promoting EEO and diversity identified above.

## **A. DATA COLLECTION AND ANALYSIS**

### **Ongoing Activities**

- Campus Climate Survey
  - Campus Climate Surveys (student and employee surveys) will continue to be conducted and the District Director for Diversity and Compliance will analyze and explore efficient use of data in planning and institutional effectiveness related to EEO.
  - The EEOAC will develop and recommend a core set of diversity and inclusion questions that will be common to all campuses for use in their Campus Climate Surveys. The EEOAC will periodically review the questions in Campus Climate Survey instruments.
  - The Campus Climate Surveys should be conducted every 2 years.
  - The data from the Campus Climate Surveys will be easily accessible and available to the public.
- Campus Climate Survey Data will be used for analysis and reporting to the board in the Annual Institutional Commitment to Diversity report and to determine what efficiencies will be created and or improved.
- The District will continue to disaggregate faculty demographics by division and department to determine whether underrepresentation exists.

### **Year One (2019/2020)**

- The EEOAC will analyze the faculty tenure review form and criteria. Make recommendations for improvement to the District negotiating team.
- Collect disaggregated data, which includes disability, race/ethnicity and sex, on who receives tenure and collect data on criteria used in the faculty tenure review process.
- Begin disaggregating staff demographics by division and department.

### **Year Two (2020/2021)**

- Develop a workforce data dashboard for a drill down data analysis of faculty, classified, and managers by district, college, division, and department. Data, at a minimum, will be disaggregated by race/ethnicity, sex and, if available, disability and veteran status.
- Conduct analysis of exit survey results.
- Evaluate disaggregated faculty tenure data collected in year one. Analyze data for equity and adverse impact. If either is found, meet with the Vice Chancellor of Human Resources to review and make recommendations.

### **Year Three (2021/2022)**

- Conduct analysis of and reporting on the drill down departmental data analysis developed in years one and two.
- Review analysis of exit survey results for inequities and make appropriate recommendations to address inequities if any are found.
- Collect data on employees who have left the District in the last 5 years by race/ethnicity, sex, and how long they were employed with the District.

## **B. BUILDING AN INCLUSIVE WORKPLACE ENVIRONMENT**

### **Ongoing Activities**

- Provide Professional Development opportunities that include, but are not limited to, diversity and equity through the Pluralism, Inclusion & Equity (P.I.E.) Series, supported by the Diversity and Inclusion Faculty Fellow Program.
- Director will present an Annual Institutional Commitment to Diversity Report to the Board of Trustees with the understanding that transparency promotes shared, institutional interest and inquiry.
- Continue the Leadership Academy and Mentorship Programs offered through the District Office of Professional Development. Each program will have a component that covers diversity, equity, and inclusion training.

- In an effort to build an inclusive work environment, the *Plan* supports activities that promote social justice and a welcoming and inclusive educational and work environment. Such an environment will be more attractive to employees who bring to their work a sensitivity to the diversity of community college students. The District believes that this can have a positive effect on its efforts to recruit diverse applicant pools and retain diverse employees.
  - The District will provide recurring activities that foster interest, understanding, and that embrace cultural differences
  - The Director, along with Human Resources, will ensure the timely, thorough investigation of employment related harassment and/or discrimination complaints.
- Increase the visibility of Faculty and Staff Associations and provide them with financial and other support from the Office of Diversity and Compliance.

### **Year One (2019/2020)**

- Establish the Diversity and Inclusion Faculty Fellows Program as a permanent program offered by the Office of Diversity and Compliance with an allocated budget.
- Establish the Inclusive Excellence Curriculum Transformation Seminar as a permanent program offered by the Office of Diversity and Compliance with an allocated budget.
- Develop a training for faculty tenure review committees.
  - Develop mechanism to ensure faculty tenure review committees are diverse.

### **Year Two (2020/2021)**

- Implement new training for faculty tenure review committees to address the role of the tenure review committee, criteria used in tenure review, and matters involving diversity and bias in the tenure review process.

### **Year Three (2021/2022)**

- District Services and each college will evaluate and assess the diversity of its vendors and business contracts.

## **C. BUILDING HIGHLY QUALIFIED AND DIVERSE APPLICANT POOLS**

### **Ongoing Activities**

- Continued review of recruitment efforts to determine measures to attract a diverse pool for each discipline/position.
- Continue to develop a list of professional affinity groups, list serves, and other cost free

locations to advertise positions that will attract diverse applicants.

- Provide “Hire Me” Trainings to prospective faculty, managers, and classified applicants on the application process and interview process.
- Instituting mechanisms for giving meaningful consideration to applicants’ demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.
- Utilize job fairs.
- Utilize CCC Registry.
- Highlight the District’s diverse student body, its EEO efforts and policies, and its commitment to diversity and inclusive work culture in job postings and other publications.
- Continue fostering relationships with higher educational institutions and professional organizations.

### **Year One (2019/2020)**

- Where it is determined underrepresentation exists, after faculty demographics are disaggregated by division and department, the President/Provost, or their designee, will require the department or division to develop a plan designed to recruit, hire, and retain diverse faculty.
- Conduct a review of all hiring processes.
- Establish the Future Instructor Training Program for Mentors and Interns as a permanent program offered by the Office of Diversity and Compliance with an allocated budget.

### **Year Two (2020/2021)**

- Develop online inclusive hiring committee training and ensure its accessibility and accountability as part of the hiring process.
- Provide workshops for adjunct faculty on the application and interview process.
- Revise adjunct faculty hiring process to increase diversity of applicant pools.
- Develop recommendations to all hiring processes, if warranted by the review conducted in year one.

### **Year Three (2021/2022)**

- Revise full time faculty hiring process to increase diversity of applicant pools.

## **D. IDENTIFICATION AND ATTENUATION OF BIAS IN THE SELECTION PROCESS**

### **Ongoing Activities**

- The Director will train staff on EEO, diversity, inclusivity, cultural competence and elimination of bias. The training attendees will be entered into the Learning Management System for reporting purposes.
- Training will occur across the institution on EEO hiring and elimination of bias, and the laws prohibiting discrimination in employment, including for:
  - The Board of Trustees
  - EEO Advisory Committee
  - Screening/selection committees
  - Screening/selection committee EEO representative
  - All managers
  - Anyone involved in the screening/selection process
- Data will be collected and analyzed with regard to all initial and qualified applicant pools to identify possible underrepresentation and irrational barriers to employment.
- Trained EEO representatives will participate on each screening /selection committee to assist the committee in compliance with this EEO Plan, the District's hiring procedures, the law related to EEO hiring, and to ensure equity, inclusion and diversity hiring criteria are followed. Unless the hiring procedures state otherwise, the EEO representative, serves as a non-voting member on manager/administrator screening/selection committees, and as a voting member on faculty and classified screening/selection committees. The EEO representative may fully participate in discussions regarding the qualifications of applicants while serving on screening/selection committees.
- Job descriptions will be regularly reviewed and updated.

#### **Year One (2019/2020)**

- Creation of Hiring Toolkit to attenuate bias in the faculty hiring process.

#### **Year Two (2020/2021)**

- Creation of Hiring Toolkit to attenuate bias in the managers hiring process.

#### **Year Three (2021/2022)**

- Creation of Hiring Toolkit to attenuate bias in classified hiring process.

**Appendix A**  
**North Orange County Community**  
**College District Community**  
**Organizations**

47th Congressional District Office  
100 W Broadway, Suite 600  
Long Beach, CA 92802

AACI Asian American for Community Involvement  
2400 Moorpark Avenue  
San Jose, CA 95125

Alpert Jewish Community Center  
3801 E. Willow Street  
Long Beach, CA 90815

America's Job Center of California  
1600 East Belle Terrance  
Bakersfield, CA 93307

AMILA American Muslims Intent on Learning and Activism  
PO Box 420 614  
San Francisco, CA 94142

Anaheim Union High School District  
501 N Crescent Way  
Anaheim, CA 92801

Anaheim Workforce Connection  
201 S. Anaheim Blvd., 2nd Floor  
Anaheim, CA 92805

Brea Olinda School District 1  
Civic Center Circle, Level II  
Brea, CA 92821

Brandman University  
The Office of Accessible Education and Counseling Services  
16355 Laguna Canyon Rd.  
Irvine, CA 92618

Buena Park School District  
6885 Orangethorpe Ave  
Buena Park, CA 90620

CAL POLY POMONA  
Veterans Resource Center  
3801 West Temple Avenue  
Pomona, CA 91768

California State University, Dominguez Hills  
Veterans Resource Center  
Leo Cain Library, 3rd Floor 3941  
1000 E. Victoria Street,  
Carson, CA 90747

California State University, Fullerton  
800 St. College Blvd.  
Fullerton, CA 92831

California State University, Long Beach  
1250 Bellflower Blvd.  
Long Beach, CA 90840

Cambodian Association of America  
2501 Atlantic Avenue  
Long Beach, CA

Canyon High School  
220 S. Imperial Highway  
Anaheim, CA 92807

Centralia School District  
6625 La Palma Avenue  
Buena Park, CA 90620

Chapman University  
Career Development Center  
1 University Drive  
Orange, CA 92866

Chinese Culture Center  
750 Kearny Street, 3M  
San Francisco, CA 94108

Cypress School District  
9473 Moody Street  
Cypress, CA 90630

**Appendix A**  
**North Orange County Community**  
**College District Community**  
**Organizations**

Department of Rehabilitation  
222 S. Harbor Blvd., #300  
Anaheim, CA 92805

Employment Development Department  
Cesar E. Chavez Center  
1550 West Main Street  
El Centro, CA 92243

Fullerton Joint Union High School District  
1051 W. Bastanchury Road  
Fullerton, CA 92833

Fullerton School District  
1401 W. Valencia Dr.  
Fullerton, CA 92833

Garden Grove Unified School District  
10333 Stanford Ave.  
Garden Grove, CA 92840

LGBTQ Center Orange County  
1605 N Spurgeon St.  
Santa Ana, CA 92701

Islamic Institute of Orange County  
1220 North State College Blvd.  
Anaheim, CA 92806

Japan America Society of Southern California  
1411 W. 190th Street, Suite 380,  
Gardena, CA 90248

JCCCNC Japanese Cultural & Community Center of Northern California  
1840 Sutter Street  
San Francisco, CA 94115

Korean Community Services  
8633 Knott Avenue  
Buena Park CA 90620

Korean Resource Center-Orange County Office  
618 ½ N. Harbor Blvd.  
Fullerton, CA

LA County America's Job Center of California  
10400-9 Pioneer Blvd.  
Santa Fe Springs, CA 90670

La Habra City School District  
500 N. Walnut St.  
La Habra, CA 90631

Latina Leadership Network  
PO Box 5312  
Santa Maria, CA 93456

Los Amigos OC  
1409 W. James Way  
Anaheim, CA 92801

Magnolia School District  
2705 W. Orange Avenue  
Anaheim, CA 92804

National Hispanic Women's Business Association of Orange County  
2020 N. Broadway, Suite 100  
Santa Ana, CA 92706

NOMAR National Organization for Mexican-American Rights  
601 E. Palomar St., Suite C#346  
Chula Vista, CA 91911

North County Coastal Career Center  
1949 Avenida del Oro. Suite 106  
Oceanside, CA 92054

OC Asian & Pacific Islander Community Alliance  
12900 Garden Grove Blvd # A214  
Garden Grove, CA 92843

**Appendix A**  
**North Orange County Community**  
**College District Community**  
**Organizations**

Orange Chamber of Commerce  
Employment Services  
655 S. Main Street, Suite 200-310  
Orange, CA 92866

Santa Ana, CA 92705

Orange County Deaf Advocacy Center  
2255 W Ball Rd #2430  
Anaheim, CA 92814

University of California, Irvine  
510 Aldrich Hall  
Irvine, CA 92697

Orange County Department of  
Education/CTEp  
2323 N. Broadway  
Santa Ana, CA 92826

Vietnamese Community of the Southern  
Californians  
12755 Brookhurst Street, Suite 115  
Garden Grove, CA 92840

Orange County Japanese American  
Association  
17332 Irvine Blvd., Suite 160  
Tustin, CA 92780

Workforce Development Center  
1325 Spruce Street  
Riverside, CA 92507

Orange County One-Stop Center  
7077 Orangewood Ave, Suite 200  
Garden Grove, CA

Orange County Transportation Authority  
550 S. Main Street  
Orange, CA 92868

Placentia Yorba Linda Unified School  
District  
1301 E. Orangethorpe Ave.  
Placentia, CA 92870

Regional Center of Orange County  
1525 North Tustin Avenue  
Santa Ana, CA 92705

Rotary Club  
2970 E. La Palma Ave  
Anaheim, CA 928006

Savanna School District  
1330 S Knott Ave  
Anaheim, CA 92804

Temple Beth Sholom  
2625 N. Tustin Ave.