



**WEST HILLS
COMMUNITY COLLEGE DISTRICT**

WEST HILLS COMMUNITY COLLEGE DISTRICT

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West Hills College: **Gain Up**

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West Hills Community College District EEO Plan – Annual Notice

Contact the Director of Human Resources/EEO Officer, Becky Cazares, with questions at beckycazares@whccd.edu

Equal Employment Opportunity Policy Statement

West Hills 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 employees have full and equal access to employment opportunities within the district and are not subjected to discrimination in any program or activity of the district on the basis of national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with

condition for receipt of state aid. In such a case, a complaint can be filed with the Chancellor's Office, but the complainant will be required to demonstrate that he/she made previous reasonable, but unsuccessful, efforts to resolve the alleged violation at the college and/or district level using the process provided by section 53026.

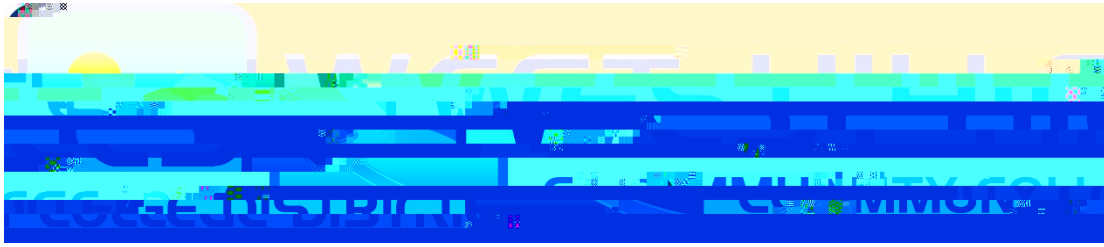
(See California Community Colleges Chancellor's Office Guidelines for Minimum Conditions Complaints at: [Guidelines for Filing Minimum Conditions Complaints \(cccco.edu\)](#))

Communitybased and professional organizations are encouraged to refer diverse, qualified individuals. All employment opportunities are posted on the [District Employment Opportunities Page](#).

Locations Where Complete Copies of the EEO Plan is Available

The 2019-22 EEO plan for West Hills CCD is available online at: [eeo-and-diversity-plan.pdf \(westhillscollge.com\)](#)

Community members and others may also request a copy by emailing humanresources@whccd.edu or calling 559-934-2155.



Equal Employment Opportunity Plan (EEO)

2019-2022

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I. Introduction

The West Hills Community College District's Equal Employment Opportunity Plan (*Plan*) was adopted by the governing board on April 21, 2020. It is the district's belief that taking active and vigorous steps to ensure equal employment opportunity and creating a working and academic environment, which is welcoming to all, will foster diversity and promote excellence. The *Plan* will reflect the district's commitment to equal employment opportunity.

The district fosters a climate of acceptance with the inclusion of faculty and staff from diverse backgrounds. Diversity in the academic environment fosters cultural awareness and responsiveness, mutual understanding and respect. The Board of Trustees commits itself to promote the realization of equal employment through a continuing equal employment opportunity program. 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.

The *Plan* contains an analysis of the demographic makeup of the district's workforce population, along with the requirements to be in compliance with title 5. The *Plan* also includes the requirements for a complaint procedure for noncompliance with the provisions relating to equal employment opportunity programs; complaint procedures in instances of unlawful discrimination; establishment of an Equal Employment Opportunity Advisory Committee; methods to support equal employment opportunity and an environment which is welcoming to all; and procedures for dissemination of the *Plan*. To properly serve a growing diverse population, the district will endeavor to hire and retain faculty and staff who are sensitive to, and knowledgeable of, the needs of the continually changing student body it serves.

Dr. Stuart Van Horn
Chancellor

II. Definitions

- a) *Adverse Impact*: a statistical measure (such as those outlined in the EEO Commission's *Uniform Guidelines on Employee Selection Procedures*) is applied

- h) *Monitored Group*: means those groups identified in section 53004(b) for which monitoring and reporting is required pursuant to section 53004(a).
- i) *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. A person with a disability is "limited" if the condition makes the achievement of the major life activity difficult.
- j) *Reasonable Accommodation*: the efforts made on the part of the district in compliance with Government Code section 12926.
- k) *Screening or Selection Procedures*: any measure, combination of measures, or procedure 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.
- l) *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.

IV. Delegation of Responsibility, Authority and Compliance

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

1. *Governing Board*

The governing board 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 *Plan*.

2. *Chancellor*

The governing board delegates to the Chancellor the responsibility for ongoing implementation of the *Plan* and for providing leadership in supporting the district's equal employment opportunity policies and procedures. The Chancellor advise the governing board 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 Chancellor shall evaluate the performance of all administrative staff who report directly to him/her on their ability to follow and implement the *Plan*

3. *Equal Employment Opportunity Officer*

The district has designated the Director of Human Resources as its equal employment opportunity officer who is responsible for the day-to-day implementation of the *Plan*. If the designation of the equal employment opportunity officer changes before this *Plan* is next revised, the district will notify employees and applicants for employment of the new designee. The equal employment opportunity officer is responsible for administering, implementing and monitoring the *Plan* and for assuring compliance with the requirements of title 5, sections 53000 et seq. The equal employment opportunity officer is also responsible for receiving complaints described in Component 6 and for ensuring that applicant pools and selection procedures are properly monitored.

4.

5. *Agents of the District*

Any organization or individual, whether or not an employee of the district, who acts on behalf of the governing board 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*

V.

VI. Complaints

1. *Complaints Alleging Violation of the Equal Employment Opportunity Regulations (Section 53026)*. The district has established the following process permitting any person to file a complaint alleging that the requirements of the equal employment opportunity regulations have been violated. Any person who believes that the equal employment opportunity regulations have been violated may file a written complaint describing in detail the alleged violation. All complaints shall be signed and dated by the complainant and shall 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

assigned investigation responsibilities. The district's (a)4 (t)-2 (i)-2 (on)TPltiieon on t TTmechn

VII. Notification to District Employees

The commitment of the governing board and Chancellor to equal employment opportunity is emphasized through the broad dissemination of its Equal Employment Opportunity Policy Statement and the *Plan*. The policy statement will be printed in the college catalogs and class schedules. The *Plan* and subsequent revisions will be distributed to the district's governing board, the chancellor, administrators, the academic senate leadership, union representatives and members of the District Equal Employment Opportunity Advisory Committees. The *Plan* will be available on the district's website, and when appropriate, may be distributed by e-mail. Each year, the district office will provide all employees with a copy of the board's Equal Employment Opportunity Policy Statement (located in section

VIII. Training for Screening/Selection Committees

Any organization or individual, whether or not an employee of the district, who is involved in the recruitment and screening/selection of personnel shall receive appropriate training on the requirements of the title 5 regulations on equal employment opportunity (section 53000 et. seq.); the requirements of federal and state nondiscrimination laws; the requirements of the district's Equal Employment Opportunity Plan; the district's policies on nondiscrimination, recruitment, and hiring; principles of diversity and cultural proficiency; the value of a diverse workforce; and recognizing bias. Persons serving in the above capacities will be required to receive training within the 12 months prior to service. This training is mandatory; individuals who have not received this training will not be allowed to serve on screening/selection committees. The Human Resources Department is responsible for providing the required training. Any individual, whether or not an employee of the district, acting on behalf of the district with regard to recruitment and screening of employees is subject to the equal employment opportunity requirements of title 5 of the district's Equal Employment Opportunity Plan.

West Hills Community College District has developed an online training presentation through SafeCdeges. Employees assigned to serve on a committee are required to go through the training before they can serve on a committee. Training is also held during staff development day.

IX. Annual Written Notice to Community Organizations

The equal employment opportunity officer will provide annual written notice to appropriate communitybased and professional organizations concerning the ~~PL~~ notice will inform these organizations that they may obtain a copy of the, ~~and~~ shall solicit their assistance in identifying diverse qualified candidates. The notice will include a summary of the ~~PL~~ notice will also include the internet address where the district advertises its job openings and the names, departments and phone numbers of individuals to call in order to obtain employment

X. Analysis of District Workforce and Applicant Pool

The Human Resources Department will annually survey the district's workforce composition and shall monitor applicants for employment on an ongoing basis to evaluate the District's progress in implementing the *Plan* to provide data needed for the reports required by this *Plan* to determine whether any monitored group is underrepresented. Monitored groups are men, women, American Indians/Alaskan Natives, Asians or Pacific Islanders, Blacks/African Americans, Hispanics/Latinos, Caucasians, and persons with disabilities

For purposes of the survey and report each applicant or employee will be afforded the opportunity to *voluntarily* identify her or his gender, ethnic group identification and, if applicable, her or his disability. Persons may designate as many ethnicities as they identify with, but shall be counted in only one ethnic group for reporting purposes. This information will be kept confidential and will be separated from the applications that are forwarded to the screening/selection committee and hiring administrator(s). This survey will be done for each college in the district. The district will annually report to the Chancellor the results of its annual survey of employees. At least every three years the *Plan* will be reviewed and, if necessary, revised based on an analysis of the ethnic group identification, gender, and disability composition of existing staff and those who have applied for employment in each of the following identified 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 and Maintenance

For comparison, the district's workforce for fall of 2014 and 2018 is listed below. Fall 2014 was used for this analysis as this was the term used in the previous EEO plan.

Workforce Analysis

With the exception of a few of the monitored groups, there was an increase in overall applications received as follows:

Monitored Group	Increase/Decrease
American Indian/Alaskan Native	Decrease of 50%
Asian/Pacific Islander	Increase of 3%
African-American	Increase of 63%
Hispanic/Latino	Increase of 19%
Caucasian	Increase of 12%
Decline to State	Increase of 35%

In terms of gender, over 50% of our regular personnel are female. This can be attributed to the child development center which is the largest department in the district and has over 100 female employees at this time. Our workforce is primarily Hispanic and Caucasian which represents are current student and community population.

Applicant

The applicant pools from 2015 and 2016 were compared in order to analyze the applicant demographics. These pools include applications from all categories including adjunct faculty and temporary, short-term employees. During this time there was a 31% increase in applications received by the district.

In terms of gender, there was a 45% increase in female applicants and an 82% increase in male applicants. In both 2015 and 2016 applicants tend to be primarily female. It is also important to note that the number of applicants declining to disclose gender decreased.

In reviewing the data, this seems to be attributed to the multiple recruitments in the C Development Center, After School Program and other temporary clerical assignments. Applicants for these positions tend to be female. Many of these short-term positions are filled with students. Currently, our student population is 57% female.

The District will continue its efforts in recruiting and retaining a diverse staff.

The tables below will show an analysis of applicant pools from 2015 compared to 2016.

Analysis of Applicant Pools

West Hills Community College District 2015-16

Total	Male	Female	Decline to State Gender
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XI. Methods to Address Underrepresentation

The district will ensure equal employment opportunity, which involves creating an environment that fosters cooperation, acceptance, democracy, and free expression of ideas, and that is welcoming to men and women, persons with disabilities, and individuals from all ethnic and other groups that are protected from discrimination. In so doing, the district places great emphasis on the recruitment of potential applicants in order to create a diverse pool of qualified individuals from which to hire. With a diverse pool, the district takes steps within the screening/selection process to allow for the hiring of candidates with varied backgrounds who can contribute and effectively communicate in a diverse community. The equal employment opportunity provisions below are applicable to all fulltime and parttime hiring, including any hiring meant to address the ratio of fulltime to parttime faculty that may be required by Education Code section 87482.6.

To address any identified underrepresentation of monitored groups pursuant to Component 11, the district will revise its recruitment and hiring procedures and policies in accordance with the following provisions. These provisions will be in place henceforth, whether or not underrepresenta

- (1) General circulation newspapers, general circulation publications, and general market radio and television stations, including electronic media.
- (2) Local and regional community newspapers.
- (3) Newspapers, publications, and radio and television stations that provide information in languages other than English and to low income communities.
- (4) Publications, including electronic media that are distributed to the general market and to newspapers, publications, and radio and television stations, whose primary audience is comprised of groups found to be underrepresented in the district's workforce.
- (5) Recruitment booths at job fairs or conferences oriented to both the

All initial applications shall be screened to determine which candidates satisfy the job specifications set forth in the job announcement. The group of candidates who meet the job specifications shall constitute the “qualified applicant pool.”

- c) *Qualified Applicant Pool:* The qualified applicant pool is composed of those applicants from the initial applicant pool.

unable to verify under *Step (c)* above unless such qualifications are so verified in advance of commencing any such future hiring process.

4) *Screening/Selection Committee Procedures*

The district seeks to employ qualified persons with a broad range of backgrounds and abilities who have the knowledge and experience to work effectively in a diverse environment. The selection process is based on merit, and will extend to all candidates a fair, impartial examination of qualifications based on job-related criteria. The district's Recruitment and Hiring Procedures will be revised to include in its section on applicant

XII.

- b) Discontinue the use of any locally established qualification that is not found to satisfy the requirements set forth in the previous paragraph and continue using qualification standards meeting requirements in the previous paragraph only where no alternative qualification standard is reasonably available which would select for the same characteristics, meet the requirements of the previous paragraph, and be expected to have a less exclusionary effect.
- c) May increase the recruitment budget for another three years and hire a staff person to work on recruitment fulltime for at least a two year period.

XIII.

- 8) Recognize and value staff and faculty who have promoted diversity and equal employment opportunity principles by awarding a yearly diversity recognition award.
- 9) Require a series of EEO/diversity workshops at all instructional improvement days (flex week or staff development day).
- 10) Evaluate administrators yearly on their ability and efforts to meet the district's equal employment opportunity and diversity efforts.
- 11) Establish an "Equal Employment Opportunity and Diversity" online presence by highlighting the district's diversity and equal employment opportunity, ADA, sexual harassment and nondiscrimination policies, procedures and programs on the district's website. The website will also list contact persons for further information on all of these topics.
- 12) Promote subv(l)-2 (ue)4 (s)-1 (t-2 (he)14 5)5 (o)-8 (r)10 (a)(mo)21v (ks)-1 ((g)10)2 (lis

XV. Graduate Assumption Program of Loans for Education

West Hills Community College District encourages community college students to become qualified for, and seek employment as, community college employees. The district shall inform students about programs that assist them to complete their studies and become community college employees. The district will post informational flyers on the campuses concerning such programs, and make information available in student newspapers, course catalog, and in locations accessible to students. Efforts will be made to inform graduate students in local colleges and universities about the benefits of employment at a community college.