



Santa Monica Community College District
District Planning and Advisory Council
MEETING – SEPTEMBER 12, 2012
AGENDA

A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) is scheduled to be held on Wednesday, **September 12, 2012** at 3:00 p.m. at Santa Monica College, Drescher Hall Room 300-E (the Loft), 1900 Pico Boulevard, Santa Monica, California.

I. Call to Order

II. Members

Randal Lawson, Administration, Chair Designee
Jeff Shimizu, Administration Representative

Brenda Benson, Management Association President
Katharine Muller, Management Association Representative

Janet Harclerode, Academic Senate President, Vice-Chair
Eve Adler, Academic Senate Representative

Mitra Moassessi, Faculty Association President
Sandra Burnett, Faculty Association Representative

Bernie Rosenloecher, CSEA President
Leroy Lauer, CSEA Representative

Parker Jean, Associated Students President
Yacob Zuriaw, Associated Students Representative

III. Review of Minutes: August 22, 2012

IV. Reports

A. Planning Subcommittees

- Budget Planning: Bob Isomoto and Howard Stahl, Co-Chairs. The Budget Planning Subcommittee approved the following two motions at its meeting on September 5, 2012:
 - (1) The Budget Committee acknowledges and admires the integrity and hard work of the entire Fiscal Services Team
 - (2) Despite the fact that the Adopted Budget was published in the Board of Trustee's Agenda before it was submitted to the Budget Committee, the Budget Committee has viewed the Adopted Budget and asked questions of Fiscal Services."
- College Services Planning: Al Vasquez, Co-Chair
- Facilities Planning: Greg Brown and Lee Peterson, Co-Chairs
- Human Resources Planning: Sherri Lee Lewis and Patricia Burson, Co-Chairs
 - I. Equal Employment Opportunity Plan 2012 (attached)
- Technology Planning: Lee Johnston and Matt Hotsinpillar, Co-Chairs

B. Academic Senate Joint Committees

- Curriculum: Guido Davis Del Piccolo, Chair and Georgia Lorenz, Vice-Chair
- Program Review: Mary Colavito, Chair and Katharine Muller, Vice-Chair
- Student Affairs: Beatriz Magallon, Chair, and Denise Kinsella, Vice-Chair
- Institutional Effectiveness: Christine Schultz and Esau Tovar, Co-Chairs, and Erica LeBlanc, Vice-Chair

C. ACUPCC

D. Associated Students

V. Agenda

Public Comments

Individuals may address the District Planning and Advisory Council (DPAC) concerning any subject that lies within the jurisdiction of DPAC by submitting an information card with name and topic on which comment is to be made. The Chair reserves the right to limit the time for each speaker.

- A. Master Plan for Education Update
– Review 2012-2013 Institutional Objectives

- B. Discussion of Proposition 30 (*Board resolution attached*)

- C. Archiving District Planning Documents

VI. Adjournment

Meeting schedule through June, 2013 (second and fourth Wednesdays each month at 3 p.m.)

<u>2012</u>	<u>2013</u>
September 26	January 9, 23
October 10, 24	February 13, 27
November 14, 28	March 13, 27
December 12	April 10, 24
	May 8, 22
	June 12, 26

VIII. Council of Presidents Meeting

The Council of Presidents will set the agenda for the September 26, 2012 DPAC meeting.

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	September 6, 2012

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO.

SUBJECT: **RESOLUTION IN SUPPORT OF COMMUNITY COLLEGE SYSTEM BUDGET PRIORITIES AND THE GOVERNOR'S NOVEMBER BALLOT INITIATIVE**

SUBMITTED BY: Superintendent/President

WHEREAS, community colleges have taken extensive cuts to funding over recent years, while trying to educate the largest high school graduating classes in California history and need funding to provide the programs and services necessary to increase the number of successful degree and certificate holders;

WHEREAS, community colleges have been forced to turn away as many as 130,000 potential students in a single year due to the need to reduce course sections, generally from 5 to 15 percent annually per district;

WHEREAS, community colleges have carried an estimated 252,000 students over the last five years (2007-08 to 2011-12) for whom they have not received any apportionment, categorical, or student support funding;

WHEREAS, community colleges operated with \$809 million (12%) less in unrestricted apportionment funding 2011-12 than in 2008-09, including cuts to both apportionment and categorical funding;

WHEREAS, per-student funding in community colleges has been reduced from \$5,659 in 2007-08 to \$5,115 in 2011-12, a loss of 9.6% over this five-year period, while the unfunded cost-of-living (2008-09 to 2012-13) has increased by a compounded 16.3%;

WHEREAS, the Legislature has increased fees from \$600 annually in 2008-09 to \$1,380 for the 2012-13 school year, while the majority of community college students have incomes so low that they are eligible for the Board of Governors' (BOG) Fee Waiver;

WHEREAS, California community colleges are essential for providing higher education opportunity for over two million Californians annually;

WHEREAS, California community colleges are essential for providing students with the skills to be economically success in the California economy;

WHEREAS, Proposition 30 would temporarily increase the state sales tax by 0.25% and the marginal personal income tax rate for individuals earning over \$250,000 and households earning over \$500,000 and dedicate the funds to K-12 schools and community colleges;

WHEREAS, Proposition 30 will avoid the elimination of funding for an additional 85,000 students by providing \$548.5 million in 2012-13;

WHEREAS, Proposition 30 will enable California's community colleges to restore essential student service programs that were cut by up to 60% over the last three years;

THEREFORE, the Board of Trustees of the Santa Monica Community College District supports Proposition 30, The School and Local public Safety Protection Act, which has the official title, "Temporary Taxes to Fund Education. Guaranteed Local Public Safety Funding," on the November 2012 ballot.



Santa Monica College Equal Employment Opportunity Plan 2012

The Equal Employment Opportunity Plan reflects the District's commitment to equal employment opportunity. The District takes active and vigorous steps to ensure equal employment opportunity and create a working and academic environment, which is welcoming to all, to foster diversity and promote excellence.

Santa Monica College
1900 Pico Boulevard
Santa Monica, CA 90405

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Plan Component 1: Introduction

The Equal Employment Opportunity Plan (hereafter referred to as the Plan) reflects the District's commitment to equal employment opportunity. The District takes active and vigorous steps to ensure equal employment opportunity and create a working and academic environment, which is welcoming to all, to foster diversity and promote excellence.

Through an educational experience in an inclusive environment, our students are better prepared to work and live in an increasingly global society. 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 takes in the event of underrepresentation of monitored groups. The Plan contains an analysis of the demographic makeup of the District's workforce population and an analysis of whether underrepresentation of monitored groups exists. The Plan also includes the requirements for a complaint procedure for noncompliance with the Title 5 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 all¹; and procedures for dissemination of the Plan. To properly serve a growing diverse population, the District endeavors to hire, promote, and retain faculty and staff who are sensitive to, and knowledgeable of, the needs of the continually changing student body it serves. This plan reflects a work in progress and is meant to be a living document subject to clarification and revision as the college's diversity goals are met.

(Signature of Superintendent/President)

The Plan contains an analysis of the demographic makeup of the District's workforce population and an analysis of whether underrepresentation of monitored groups exists. The Plan also includes the requirements for a complaint procedure for noncompliance with the Title 5 provisions relating to equal employment opportunity programs and complaint procedures to follow in the event of perceived unlawful discrimination.

The Plan contains methods to support equal employment opportunity and establishes an Equal Employment Opportunity Advisory Committee, as well as procedures for dissemination of the plan.

¹ Diversity and equal employment opportunity are related but separate concepts. An environment that promotes principles of diversity simultaneously promotes an accepting environment for implementation of equal employment opportunity. Because of the interrelationship of diversity and EEO, Plan Component 11 is dedicated to diversity programs and projects as a way to further EEO efforts.

Plan Component 2: Definitions

- a) *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 defined in terms of ethnic group identification, gender, or disability. A disparity identified in a given selection process is not be considered to constitute adverse impact if the numbers involved are too small to permit a meaningful comparison.
- b) *Business Necessity*: circumstances which justify an exception to the requirements of section 53021(b)(1) because compliance with that section results in substantial additional financial cost to the District or pose a significant threat to human life or safety. Business necessity requires greater financial cost than mere business convenience. Business necessity does not exist where there is an alternative that will serve business needs equally well.
- c) *Diversity*: means a condition of broad inclusion in an employment environment that offers equality and respect for all persons. A diverse educational community recognizes and appreciates the benefits derived from employee populations that are varied by race, gender, disability status, belief, age, national origin, cultural background, life experience and other enriching characteristics.
- d) *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 exists at all levels and in all job categories listed in section 53004(a). Ensuring equal employment opportunity also 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 protected from discrimination by Title 5, section 53000 et seq.
- e) *Equal Employment Opportunity Plan*: a written document in which a District's workforce is analyzed and specific plans and procedures are set forth for ensuring equal employment opportunity.
- f) *Equal Employment Opportunity Programs*: all the various methods by which equal employment opportunity is ensured. Such methods include, but are not limited to, using nondiscriminatory employment practices, actively recruiting, monitoring and taking additional steps consistent with the requirements of section 53006.

- g) *Ethnic Group Identification*: means 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.
- h) *Goals for Persons with Disabilities*: a statement that the District will strive to attract and hire additional persons with a disability in order to achieve the level of projected representation for that group by a target date established by taking into account the expected turnover in the workforce and the availability of persons with disabilities who are qualified to perform a particular job. Goals are not "quotas" or rigid proportions.
- i) *In-house or Promotional Only Hiring*: means that only existing District employees are allowed to apply for a position.
- j) *Monitored Group*: means those groups identified in section 53004(b) for which monitoring and reporting is required pursuant to section 53004(a).
- k) *Person with a Disability*: see the American with Disabilities Act (ADA) Amendment Act which went into effect on January 1, 2009 and the final regulations to implement the ADA Amendment Act which was published in the Federal Register on March 25, 2011. Note: <http://www.eeoc.gov/laws/statutes/adaaaacfm>
<http://www.gpo.gov/fdsys/pkg/FR-2011-03-25/pdf/2011-6056.pdf>.
- l) *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.
- m) *Reasonable Accommodation*: the efforts made on the part of the District to remove artificial or real barriers, which prevent or limit the employment and upward mobility of persons with disabilities. "Reasonable accommodations" may include the items designated in section 53025.
- n) *Screening or 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.
- o) *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.

- p) *Target Date:* 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.
- q) *Timetable:* a set of specific annual hiring objectives that will lead to meeting a goal for persons with a disability by a projected target date.

Plan Component 3: Policy Statement

The Santa Monica Community College District is committed to the principles of equal employment opportunity and will implement a comprehensive program to put those principles into practice. All qualified applicants for employment and employees shall have full and equal access to employment opportunity. No person shall be 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, disability, ancestry, sexual orientation, language, accent, citizenship status, transgender, parental status, marital status, economic status, veteran status or medical condition. No person shall be subject to discrimination 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 Board commits the District to vigorous equal employment opportunity in all aspects of its academic and classified employment programs, including recruitment, selection, assignment, retention, promotion, and transfer. The District will strive to achieve a workforce that reflects the diversity of the state's adult population and is welcoming to men, women, persons with disabilities and individuals from all ethnic and other groups as specified in the preceding paragraph to ensure the District provides an inclusive educational environment. Such an environment fosters cooperation, acceptance, democracy and free expression of ideas.

The Board of Trustees shall approve the Equal Employment Opportunity Plan, and assume overall responsibility for the success or failure of the Plan. The Board delegates to the Superintendent/President the responsibility for implementing this policy consistent with all applicable provisions of the Education Code and Title 5. The Equal Employment Opportunity Plan will be maintained to ensure principles that conform to federal and state laws.

Reference: Education Code 87100, et. Seq., Title 5, 53000, et seq
Approved by DPAC 2/10/10

Plan Component 4: Delegation of Responsibility, Authority and Compliance

It is the goal of the Santa Monica College District that all employees promote and support equal employment opportunity because equal employment opportunity requires a commitment and a contribution from every constituency group 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 Plan.

3. *Equal Employment Opportunity Officer²*

The District will designate an equal employment opportunity officer who is responsible for the day-to-day implementation of the Plan. The District will give notice if the designation of the equal employment opportunity officer changes. 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 Plan Component 6 and for ensuring that applicant pools and selection procedures are properly monitored. The Superintendent/President and Vice President of Human Resources are responsible for ensuring that the equal employment opportunity officer is adequately trained.

² Some Districts have "diversity" directors who perform these EEO functions; other Districts delegate these functions to human resources or other administrative staff. Whoever performs these functions should have the independence and authority to properly implement the Plan. Some Districts have this officer report directly to the chief executive officer.

4. *Equal Employment Opportunity Advisory Committee*³

Santa Monica College will establish an Equal Employment Opportunity Advisory Committee to act 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 shall assist in the implementation of the Plan in conformance with state and federal regulations and guidelines, monitor equal employment opportunity progress, and provide 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 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.

Plan Component 5: Advisory Committee

The District will establish an Equal Employment Opportunity Advisory Committee to assist the District in implementing its Plan. The Human Resources Subcommittee to the District Planning and Advisory Council will form the core membership of the Advisory Committee. The committee shall include a diverse membership whenever possible. A substantial good faith effort to maintain a diverse membership is expected. If the District has been unable to meet this expectation, it will document that efforts were made to recruit advisory committee members who are members of monitored groups. When necessary or for appropriate committee business, the committee will be expanded and will be complemented by two community members nominated by the Board of Trustees and ex officio members including the Vice President of Human Resources, the equal employment opportunity officer, the Title IX officer, the Director of the Personnel Commission, and the ADA coordinator.

The Equal Employment Opportunity Advisory Committee shall hold a minimum of two (2) meetings per fiscal year, with additional meetings if needed to review EEO and diversity efforts, programs, policies, and progress. When appropriate, the advisory

³ Many Districts continue to call these advisory committees Diversity Advisory Committees, as they were called in the prior Title 5 language. The committee name is not critical; the important thing is for the committee to carry out the duties described in section 53005 of Title 5.

committee shall make recommendations to the Board of Trustees, the Superintendent/President and the equal employment opportunity officer.

In order to support and promote equal opportunity, nondiscrimination, retention and diversity, the committee may sponsor events, training, or other activities. The equal employment opportunity officer shall train the advisory committee on equal employment compliance and the Plan itself.

Plan Component 6: Complaints

The procedure for filing complaints alleging violation of the Equal Employment Opportunity regulations shall be set forth in the SMC Administrative Regulations, which are maintained on the District's website.

Plan Component 7: Notification to District Employees

The commitment of the Santa Monica Community College District 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 Board of Trustees, Superintendent/President, administrators, the academic senate president, union representatives and members of the District Equal Employment Opportunity Advisory Committee. The Plan will be available on the District's website, and when appropriate, may be distributed by campus bulletin or 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 Plan Component 3 of the Plan) and written notice summarizing the provisions of the District's Equal Employment Opportunity Plan. The Human Resources Department 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 contain the following provisions:

- 1) The importance of the employee's participation and responsibility in ensuring the Plan's implementation.
- 2) The availability of the Plan on the District website, at the Office of the Superintendent/President, and the Office of Human Resources.

Plan Component 8: Training for Screening/Selection Committee

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. Each committee member serving in the above capacities will be required to participate in a recruitment training session or sessions each time he or she is appointed to a screening/selection committee. This training is mandatory; individuals who have not received this training will not be allowed to serve on screening/selection committees. Other periodic training may be offered for those who might serve on a screening committee. The District Equal Employment Opportunity Office is responsible for organization and verification of the required training. Any individual, whether or not he or she is 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 and the District's Equal Employment Opportunity Plan.

Plan Component 9: 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 how they can access or obtain a copy of the Plan and shall solicit their assistance in identifying diverse qualified candidates. The notice will include the EEO Policy Statement and an Internet link to the Plan. The notice will also include the internet address where the District advertises its job openings and contact information to obtain employment information. The District will actively seek to reach those institutions, organizations, and agencies that may be recruitment sources. The District's Equal Employment Opportunity Officer will maintain a list of organizations which will receive this notice.

Plan Component 10: Workforce Analysis

A workforce analysis (Diversity Report) is available on the District's Human Resources website. The analysis will be updated as required by the Chancellor's Office.

Plan Component 11: Other Measures Necessary to Further Equal Employment Opportunity

The District acknowledges that various approaches are required to fulfill its mission of ensuring equal employment opportunity and the creation of a diverse workforce. Equal employment opportunity means that all qualified individuals have a 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 and in all job categories. This also requires creating an environment that fosters cooperation, democracy, and free expression of ideas welcoming to men, women, persons with disabilities and individuals from all ethnic groups and other groups protected from discrimination.

The District will promote learning opportunities and personal growth in the area of diversity and establish and maintain the desired academic and working environment. The District will implement a diversity program under the direction of the Equal Employment Opportunity Officer.

The District's diversity program may include, but is not limited to, the following activities:

1. Conduct campus climate surveys of faculty, staff, administrators, and students.
2. Present guest speakers on diversity topics and issues relevant to District employees.
3. Highlight the District's equal employment opportunity and diversity policies in job announcements and in recruitment, marketing and other publications.
4. Develop and update District publications, web sites, and marketing tools to reflect diversity in pictures, graphics, and text to project an inclusive image.
5. Promote multicultural celebrations on campus.
6. Provide continuous diversity training opportunities for faculty, staff, and administrators.
7. Encourage, develop and support mentor programs for faculty, staff and students that serve to develop leadership potential in faculty, staff and students from underrepresented and diverse groups.
8. Conduct outreach to student, professional, community and other organizations that represent the diverse community the District serves.

