

College of DuPage
AFFIRMATIVE ACTION PLAN
2010

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I. THE POLICY STATEMENT

The College of DuPage has adopted Board Policy #15-5 as a statement of its commitment to Equal Opportunity and Affirmative Action which states:

Consistent with federal and state law, the Board of Trustees will facilitate through the Affirmative Action Officer equal employment opportunities to all persons regardless of their race, color, religion or creed, sex, national origin, ancestry, age, marital status, sexual orientation, arrest record, military status or unfavorable discharge from military service, citizenship status, use of lawful products while not at work, physical or mental handicap or disability (if otherwise able to perform the essential functions of the job with reasonable accommodation), or other factors which cannot lawfully be the basis for an employment decision.

The term "employment opportunities" includes hiring, promotion, termination, wages, benefits, and all other privileges, terms, and conditions of employment.

In accordance with federal law, the College will maintain a written Affirmative Action Program to implement and maintain the policy of equal opportunity through positive efforts.

II. PREFACE

This plan is an annual update reviewing last reporting year's activity October 1, 2008 to September 30, 2009 and planning for the next the EEO reporting year: October 1, 2009 to September 30, 2010.

III. INTRODUCTION

As part of the implementation of this board policy and in accordance with regulations, the college has developed this affirmative action plan and will continue to make annual updates thereafter.

The affirmative action plan consists of the following elements:

- Overview of federal laws and executive orders for background information.
- Overview of Affirmative Action Policy, the responsibilities of the Affirmative Action Officer, the dissemination policy on Harassment and the Affirmative Action Committee.
- A utilization analysis which compares College of DuPage work force with the available work force and sets recruitment goals for areas of under-utilization of women and minorities.
- A utilization review which discusses the recruitment goals established by the analysis and methods planned for goal accomplishment.
- Full-time employment activity.
- A summary of recent institutional initiatives we feel will assist in the hiring and retention of underrepresented minorities.

- A summary of employment activity for major occupational activities to analyze progress toward goals.
- A complete copy of the Equal Employment Opportunity and Affirmative Action Policy 15-5, which outlines the methods used in hiring and attendant reporting/safeguards.
- Other considerations.

IV. OVERVIEW OF LAWS AND EXECUTIVE ORDERS

TITLE VII OF THE CIVIL RIGHTS ACT OF 1964 – Title VII outlaws any kind of discrimination against employees or applicants for employment on the basis of race, color, religion, sex, or national origin. In 1978 the Pregnancy Discrimination Act amended Title VII and clarified that women affected by pregnancy and related conditions must be treated the same as other applicants and employees on the basis of their ability or inability to work.

EQUAL PAY ACT OF 1963 – This act, part of the Fair Labor Standards Act, requires that men and women performing equal work must receive equal pay.

AGE DISCRIMINATION IN EMPLOYMENT ACT OF 1967 – This act prohibits discrimination against individuals 40 years of age and over and applies to employers of 25 or more.

EXECUTIVE ORDERS – Executive Order 11246 (as amended by EO 11375) not only bans discrimination, but requires affirmative action on the part of federal government contractors and requires contractors to submit a written affirmative action plan. Executive Order 11141 prohibits discrimination on the basis of age by government contractors. (COD is a federal government contractor.) Executive Order 11914 bars discrimination against the handicapped in federally assisted programs.

TITLE IX SEX DISCRIMINATION – Title IX of the Education Act amendments of 1972 prohibits discrimination against students on the basis of sex in educational programs receiving federal funds.

REHABILITATION ACT – The Rehabilitation Act of 1973, sections 503 and 504, applies to government contractors and subcontractors as well as to those receiving government grants. The Act prohibits discrimination based on physical and mental handicaps and mandates affirmative action to employ qualified handicapped persons. Alcoholism, drug addiction, and mental illness are included under the Act’s definition of handicap.

VIETNAM ERA VETERANS READJUSTMENT ACT OF 1974 – This federal statute, effective December 3, 1974, requires organizations holding federal contracts of \$10,000 or more to take “affirmative action to hire and advance in employment disabled and Vietnam-era veterans”.

ILLINOIS HUMAN RIGHTS ACT OF 1980 – This state law broadens federal law to prevent discrimination based upon marital status, unfavorable discharge from military service, and ancestry.

AMERICANS WITH DISABILITIES ACT OF 1990 – This federal statute, effective July 26, 1992, prohibits discrimination against a qualified individual with a disability in regard to job application procedures, hiring, advancement or discharge, compensation, training and other terms, conditions and privileges of employment.

OLDER WORKERS BENEFIT PROTECTION ACT – This federal statute, effective April 14, 1991, or June 1, 1992 if covered by a collective bargaining agreement, or October 16, 1992 for local governmental entities requiring ordinance changes, prohibits age-based discrimination in the structure and administration of employee benefit plans unless justified by costs incurred.

THE 1991 CIVIL RIGHTS ACT – This federal statute, signed into law on November 21, 1991, provided technical corrections to court precedent in the area of civil rights. It capped damages at \$300,000 and expanded the applicability of compensatory and punitive damages to areas previously excluded. It allowed jury trials in these cases. It prohibits race norming of test scores and requires employers to “demonstrate” challenged practices as job related.

V. POLICY DISSEMINATION

Internal Dissemination

Internal dissemination of the Equal Employment Opportunity and Affirmative Action policy and plan shall include:

1. The College of DuPage Affirmative Action Plan will be distributed to all college departments.
2. The Equal Employment Opportunity and Affirmative Action policy will be included in the Employee Guidebooks and available to all employees.
3. Meetings will be conducted as appropriate with administrators and supervisory staff to explain the intent of the policy and to reiterate the college’s commitment, as well as the expectations regarding each individual administrator/supervisor’s responsibility for effective implementation of the plan.
4. The Equal Employment Opportunity and Affirmative Action policy will be communicated through college publications and by posting on prominent bulletin boards.
5. A copy of the Equal Employment Opportunity and Affirmative Action policy will always be available to all employees by request.
6. The Affirmative Action Plan will be accessible to all college employees.

External Dissemination

External dissemination of the Equal Employment Opportunity and Affirmative Action policy and plan shall include:

1. Inform all external recruiting sources that the College of DuPage is an Equal Employment Opportunity employer and request that these sources actively recruit and refer protected group members to the College for employment.
2. The College will incorporate an Equal Opportunity statement in all purchase orders, leases and contracts where required by law.
3. All advertisements of employment positions shall clearly state that the College of DuPage is an Equal Opportunity/Affirmative Action employer.

4. All required notices pertaining to the employment of minorities, woman, veterans, and individuals with disabilities will be posted in places visible to employees and applicants for employment.
5. Include a link to the Equal Employment Opportunity and Affirmative Action policy and plan on the College of DuPage Human Resources homepage.

VI. RESPONSIBILITIES OF THE AFFIRMATIVE ACTION OFFICER

The Procedure for Board Policy # 15-5, Equal Employment Opportunity and Affirmative Action, appoints the Vice President of Human Resources as the Affirmative Action Officer of the College of DuPage and charges her with the responsibilities that include:

1. Developing Affirmative Action Policy statements and programs.
2. Writing an Affirmative Action Plan, compile data and present to the Affirmative Action Committee and the College of DuPage Board of Trustees.
3. Assisting management in identifying problem areas.
4. Act as a contact person for anyone who has an Equal Opportunity or Affirmative Action concern.
5. Serve as liaison between the college and concerned groups representing protected individuals.
6. Ensure that protected individuals are afforded an opportunity and encouraged to participate in all college-sponsored education, training, recreational, and social activities.
7. Ensure that all supervisors take action to prevent harassment.
8. Perform other duties as necessary to develop and maintain an effective Affirmative Action Program.

VII. HARASSMENT

Every employee has the right to a workplace free of harassment. The College has a strong policy prohibiting sexual and other illegal types of harassment. The policy includes current legal definitions of harassment and provides guidelines for obtaining advice, filing formal complaints and seeking resolution.

Supervisory personnel should review required action if they become aware of any conduct which may be harassment. Employees can contact the Affirmative Action Officer for more information.

VIII. AFFIRMATIVE ACTION COMMITTEE

The Procedure for Board Policy # 15-5, Equal Employment Opportunity and Affirmative Action creates the Affirmative Action Committee that is charged with advising and monitoring the Affirmative Action Officer in the performance of the responsibilities of this policy.

IX. UTILIZATION ANALYSIS

Federal regulations promulgated pursuant to Executive Order 11246 provide a basis for determining an affirmative action plan. The basis for the plan is as follows:

1. Divide the work force into job groups with more than six persons in each group;
2. Determine the percentage of men, women, Blacks, Hispanics, Asians, Whites, and others in the work force by job group;
3. Determine the available percentage of women, Blacks, Hispanics, Asians, and others in the available pool of job applicants by defining the labor recruitment area using eight factors measuring availability. (This is called the availability determination.);
4. Compare the availability percentages against the work force percentages, taking a ratio of work force to available candidates where the work force percentages are smaller than the availability figures. (This is called the utilization analysis.);
5. Where the ratio of work force to available minority or female candidates is 80% or less, determine the number of persons needed to reach parity, defined as a 1 to 1 ratio between work force and available minority and female workers. (This number is called a recruitment goal.); and
6. Determine the steps needed to reach the recruitment goal, such as increased minority recruitment activities. Determine how long will be needed to implement such steps and reach the goal. (This will be referred to as the timetable.).

In the preparation of the College of DuPage plan, the work force has been divided into several groups designated as occupational activities where comparative statistics are reasonably available.

Full-Time Faculty (Teaching)
Full-Time Professionals (Librarians, Counselors, etc.)
Administrators
Full-Time Technical/Para-Professional (High level Classified)
Full-Time Secretarial/Clerical (Classified)
Full-Time Skilled Craft (Classified)
Full-Time Service Maintenance (Classified)
Part-Time Faculty
Part-Time Technical/Para-Professional
Part-Time Secretarial/Clerical
Part-Time Skilled Craft and Service Maintenance

Utilization analysis has been prepared for each occupational activity for women and men as well as each ethnic code established by the EEOC (Equal Employment Opportunity Commission).

Columns have been established for each element of the table.

- A. Eight factors were considered for determination of availability:
- I. Minority population in the labor area. This item has not been used because we need to look at minorities within particular skill areas. This is done in items IV and V.
 - II. Minority unemployment in the labor area. This was not used because we need to look at minorities within particular skill areas. This is done in items IV and V.
 - III. Minority percentage in the work force in the labor area. This item has not been used because we need to look at minorities within particular skill areas. This is done in items IV and V.
 - IV. General availability of minorities with requisite skills in the immediate labor area. For purposes of this analysis, local availability figures used were based on the *2000 Census EEO Computer Listing for DuPage Counties* published in 2004 by the US bureau of the Census.
 - V. The availability of minorities with requisite skills in an area where the employer can reasonably recruit. For purposes of this analysis national availability was used for some skill areas based upon the *2000 Census of Population* published 2004 by the US Bureau of the Census.
 - VI. The availability of promotable and transferable minorities.
 - VII. The existence of training institutions capable of training persons in the requisite skills. The effect of this factor is considered embodied in the minorities with requisite skills in the local and expanded local minority availability numbers.
 - VIII. The degree of training which the employer can reasonably undertake as a means of making all job classes available to minorities. This training, which is embodied in the College fringe benefit programs, is likely to impact all employees equally and not likely to change availability of minorities. See "Employee Development".
- B. This is the percentage distribution of our work force by sex and ethnic code.
- C. Utilization is the percentage of the particular category in our work force divided by the availability (B divided by A). Utilization percentages in excess of 100% indicates a utilization rate greater than the distribution in the available pool. A utilization percentage of less than 100% indicates a utilization rate of less than the available pool.
- D. The long term recruitment goal is set wherever our utilization rate (C) is at or less than 80% for female and minority groups. The computation is done by taking the national availability minus our work force percentage multiplied times the total number of people in

our work force in that occupational activity. $(A \text{ minus } B) \times \text{Our Work Force Total Both Sexes } (C) = \text{Goal } (D)$. This number is always rounded to a whole number. The recruitment goals are discussed further in the utilization review.

- E. This is the total number of employees as well as their sex and ethnic code distribution. Please notice that the total is obtained by adding up the ethnic codes or the sex distribution. These numbers are used to create the percentage distribution of our work force (B). The total of both sexes is also used to calculate the recruitment goal.

These figures do not include temporary (casual) employees.

Availability Table

	National <u>%</u>	Expanded DuPage <u>%</u>	Cook <u>%</u>
<u>FULL-TIME</u>			
Faculty/Professional	20%	65%	15%
Administrative	35%	40%	25%
Technical/Para	5%	85%	10%
Secretary/Clerical	5%	90%	5%
Skilled Craft	--	85%	15%
Service Maintenance	5%	85%	10%
<u>PART-TIME</u>			
Faculty	15%	65%	20%
Technical/Para	5%	85%	10%
Secretary/Clerical	5%	90%	5%
Skilled & Service	--	95%	5%

Table prorations are based upon survey data of recruitment sources and represent the relative weight of the factor analysis.

The table represents availability based upon historical recruitment patterns.

UTILIZATION ANALYSIS

OCCUPATIONAL ACTIVITY FULL-TIME FACULTY

Category	Ethnic Code	A Availability % 2000 Census Data	B 2010 Our Work Force %	C 2010 % Utilization B/A	D 2010 Recruitment vs. Goal #	E 2010 Our Work Force #
Both Sexes		100.00%	100.00%			287
	1	81.10%	86.76%	106.98%		249
	2	2.50%	3.48%	139.20%		10
	3	3.20%	1.74%	54.38%	4	5
	4	13.10%	6.62%	50.53%	19	19
	5	0.10%	1.39%	1390.00%		4
Females	Total	49.20%	54.70%	111.18%		157
Males	Total	50.80%	45.30%	89.17%		130

Ethnic Code

- 1 - White (Non-Hispanic)
- 2 - Black
- 3 - Hispanic
- 4 - Asian or Pacific Islander
- 5 - American Indian or Alaskan Native

OCCUPATIONAL ACTIVITY FULL-TIME PROFESSIONAL/LIBRARIANS, COUNSELORS

Category	Ethnic Code	A Availability % 2000 Census Data	B 2010 Our Work Force %	C 2010 % Utilization B/A	D 2010 Recruitment vs. Goal #	E 2010 Our Work Force #
Both Sexes		100.00%	100.00%			23
	1	81.10%	78.26%	96.5%		18
	2	2.50%	17.39%	695.60%		4
	3	3.20%	0.00%	0.00%	1	0
	4	13.10%	4.35%	33.21%	2	1
	5	0.10%	0.00%	0.00%		0
Females	Total	49.20%	65.22%	132.56%		15
Males	Total	50.80%	34.78%	68.47%		8

UTILIZATION ANALYSIS

OCCUPATIONAL ACTIVITY ADMINISTRATORS

Category	Ethnic Code	A	B	C	D	E
		Availability % 2000 Census Data	2010 Our Work Force %	2010 % Utilization B/A	2010 Recruitment vs. Goal #	2010 Our Work Force #
Both Sexes		100.00%	100.00%			48
	1	88.70%	93.75%	105.69%		45
	2	2.50%	2.08%	83.20%		1
	3	3.50%	4.17%	119.14%		2
	4	5.20%	0.00%	0.00%	2	0
	5	0.10%	0.00%	0.00%		0
Females	Total	34.80%	45.83%	131.70%		22
Males	Total	65.20%	54.17%	83.08%		26
Ethnic Code	1 - White (Non-Hispanic)					
	2 - Black					
	3 - Hispanic					
	4 - Asian or Pacific Islander					
	5 - American Indian or Alaskan Native					

OCCUPATIONAL ACTIVITY FULL -TIME TECHNICAL/PARA PROFESSIONAL

Category	Ethnic Code	A	B	C	D	E
		Availability % 2000 Census Data	2010 Our Work Force %	2010 % Utilization B/A	2010 Recruitment vs. Goal #	2010 Our Work Force #
Both Sexes		100.00%	100.00%			254
	1	84.01%	86.22%	102.63%		219
	2	2.72%	4.33%	159.19%		11
	3	3.32%	5.91%	178.01%		15
	4	9.85%	2.76%	28.02%	18	17
	5	0.10%	0.79%	790.00%		2
Females	Total	47.96%	53.15%	110.82%		135
Males	Total	52.04%	46.85%	90.02%		119

UTILIZATION ANALYSIS

OCCUPATIONAL ACTIVITY FULL-TIME SECRETARIAL/CLERICAL

Category	Ethnic Code	A	B	C	D	E
		Availability % 2000 Census Data	2010 Our Work Force %	2010 % Utilization B/A	2010 Recruitment vs. Goal #	2010 Our Work Force #
Both Sexes		100.00%	100.00%			158
	1	85.30%	84.18%	98.69%		133
	2	3.40%	3.16%	92.94%		5
	3	5.70%	5.06%	88.77%		8
	4	5.50%	5.70%	103.64%		9
	5	0.10%	1.90%	1900.00%		3
Females	Total	64.00%	88.61%	138.45%		140
Males	Total	36.00%	11.39%	31.64%		18
Ethnic Code	1 - White (Non-Hispanic) 2 - Black 3 - Hispanic 4 - Asian or Pacific Islander 5 - American Indian or Alaskan Native					

OCCUPATIONAL ACTIVITY FULL-TIME SKILLED CRAFT

Category	Ethnic Code	A	B	C	D	E
		Availability % 2000 Census Data	2010 Our Work Force %	2010 % Utilization B/A	2010 Recruitment vs. Goal #	2010 Our Work Force #
Both Sexes		100.00%	100.00%			38
	1	83.90%	84.21%	100.37%		32
	2	1.90%	0.00%	0.00%	1	0
	3	9.80%	15.79%	161.12%		6
	4	4.10%	0.00%	0.00%	2	0
	5	0.30%	0.00%	0.00%		0
Females	Total	7.10%	7.89%	132.11%		3
Males	Total	92.90%	90.63%	97.56%		35

UTILIZATION ANALYSIS

OCCUPATIONAL ACTIVITY FULL-TIME SERVICE MAINTENANCE

Category	Ethnic Code	A	B	C	D	E
		Availability % 2000 Census Data	2010 Our Work Force %	2010 % Utilization B/A	2010 Recruitment vs. Goal #	2010 Our Work Force #
Both Sexes		100.00%	100.00%			66
	1	67.10%	48.48%	72.25%		32
	2	3.30%	6.06%	183.64%		4
	3	22.20%	42.42%	191.08%		28
	4	7.20%	3.03%	42.08%	3	2
	5	0.20%	0.00%	0.00%		0
Females	Total	40.20%	33.33%	82.91%		22
Males	Total	59.80%	66.67%	111.49%		44
Ethnic Code	1 - White (Non-Hispanic) 2 - Black 3 - Hispanic 4 - Asian or Pacific Islander 5 - American Indian or Alaskan Native					

OCCUPATIONAL ACTIVITY PART-TIME FACULTY/OTHER PROFESSIONALS

Category	Ethnic Code	A	B	C	D	E
		Availability % 2000 Census Data	2010 Our Work Force %	2010 % Utilization B/A	2010 Recruitment vs. Goal #	2010 Our Work Force #
Both Sexes		100.00%	100.00%			*1980
	1	84.54%	86.21%	101.98%		1707
	2	2.50%	2.02%	80.80%	10	40
	3	3.36%	2.03%	90.18%		60
	4	9.54%	4.49%	47.06%	100	89
	5	0.06%	0.40%	666.67%		8
Females	Total	57.27%	51.77%	90.40%		1025
Males	Total	42.73%	48.23%	112.87%		955

**Note: Due to system changes this data may include inactive employees which therefore may impact goals.*

UTILIZATION ANALYSIS

OCCUPATIONAL ACTIVITY PART-TIME TECHNICAL/PARA-PROFESSIONAL

Category	Ethnic Code	A	B	C	D	E
		Availability % 2000 Census Data	2010 Our Work Force %	2010 % Utilization B/A	2010 Recruitment vs. Goal #	2010 Our Work Force #
Both Sexes		100.00%	100.00%			192
	1	84.01%	87.50%	104.15%		168
	2	2.72%	3.65%	134.19%		7
	3	3.32%	4.69%	141.26%		9
	4	9.85%	4.17%	42.34%	11	8
	5	0.10%	00.0%	0.00%		0
Females	Total	47.96%	70.31%	162.70%		135
Males	Total	52.04%	29.69%	57.05%		57
Ethnic Code	1 - White (Non-Hispanic) 2 - Black 3 - Hispanic 4 - Asian or Pacific Islander 5 - American Indian or Alaskan Native					

OCCUPATIONAL ACTIVITY PART-TIME SECRETARIAL/CLERICAL

Category	Ethnic Code	A	B	C	D	E
		Availability % 2000 Census Data	2010 Our Work Force %	2010 % Utilization B/A	2010 Recruitment vs. Goal #	2010 Our Work Force #
Both Sexes		100.00%	100.00%			*365
	1	85.30%	84.93%	99.57%		310
	2	3.40%	4.93%	145.00%		18
	3	5.70%	5.75%	100.88%		21
	4	5.50%	4.38%	79.64%	4	16
	5	0.10%	0.83%	0.00%		0
Females	Total	64.00%	65.21%	101.89%		238
Males	Total	36.00%	34.79%	96.64%		127

**Note: Increase in workforce may be impacted by reclassification of positions, inclusion of inactive employees in new system, and increase usage of "Temp on Call" employees as a result of increased enrollment.*

UTILIZATION ANALYSIS

OCCUPATIONAL ACTIVITY PART-TIME SKILLED CRAFT & SERVICE MAINTENANCE

Category	Ethnic Code	A	B	C	D	E
		Availability % 2000 Census Data	2010 Our Work Force %	2010 % Utilization B/A	2010 Recruitment vs. Goal #	2010 Our Work Force #
Both Sexes		100.00%	100.00%			50
	1	72.11%	84.00%	116.49%		42
	2	2.90%	2.00%	68.97%		1
	3	18.49%	6.00%	32.45%	6	3
	4	6.29%	8.00%	127.19%		4
	5	0.21%	0.00%	0.00%		0
Females	Total	30.38%	40.00%	131.67%		20
Males	Total	69.62%	60.00%	86.18%		30

Ethnic Code

- 1 - White (Non-Hispanic)
- 2 - Black
- 3 - Hispanic
- 4 - Asian or Pacific Islander
- 5 - American Indian or Alaskan Native

X. UTILIZATION REVIEW

The Utilization Review is prepared for each occupational activity where a recruitment goal was identified by the utilization analysis (under 80% utilization of a protected group). The review contains a restatement of the goal as well as a general plan and timetable for the achievement of the goal.

Each goal is to be obtained by the vigorous recruitment of females and minorities for the applicant pool. By increased efforts to obtain minority applicants, we hope to increase the odds that a person from the under-utilized group will be chosen as the person most suitable for a given opening. The affirmative action plan is not a quota system, but a goal sought after through special efforts toward a target population.

Overall, the college utilizes the following methods to enhance minority recruitment:

- Has a designated administrator as its AA Officer.
- Maintains an Affirmative Action Committee comprised of members of each College group.
- Targets advertising in publications with high minority subscription.
- Will publish AA goals to supervisors.
- Discusses the need for minority recruitment with supervisors.

Recruitment

Minority recruitment for full-time faculty, professionals and administrators is enhanced by the following plan:

- Request minority referrals from administrators.
- Encourage all faculty and administrators to network to identify qualified minorities and notify selection committee chairs of the application/referral.
- Monitor the status of applicant pools at each stage of the process for minority composition.
- Conduct searches which are “open until filled” with no specific end date where appropriate.
- Require Diversity Training for all search committees.
- Human Resources will meet with each hiring committee chair. The objectives would be to encourage the committee to include more minorities in its interview pools, encourage the acceptance of diversity, and discuss procedures and minority/female hiring goals at the first search committee meeting.

Goals

Occupational Activity – Full-Time Faculty

The long term goals includes four (4) Hispanic faculty and 19 (19) Asian/Pacific Islanders. We hope to add one (1) Hispanic and one (1) Asian/Pacific Islander faculty member in 2010.

Occupational Activity – Full-Time Professional/Librarians, Counselors

The long term goals for this category are one (1) Hispanic and two (2) Asian/Pacific Islanders. We hope to add one (1) Hispanic and one (1) Asian/Pacific Islander Professional/Librarian/Counselor in 2010.

Occupational Activity - Administrators

The long term goals for this category are two (2) Asian/Pacific Islander Administrators. We hope to add one (1) Asian Pacific/Islander Administrator in 2010.

Occupational Activity – Full-Time Technical/Para-Professional

These positions are high level classified jobs. Our long term goal in this area is eighteen (18) Asian/Pacific Islanders. Our goal for 2010 is one (1) Asian/Pacific Islander.

Occupational Activity – Full-Time Skilled Crafts

The long term goal indicates one (1) Black and two (2) Asian/Pacific Islander. We hope to add one (1) Black and one (1) Asian/Pacific Islander in 2010.

Occupational Activity – Full-Time Service Maintenance

The long term goal for this category is three (3) Asian/Pacific Islanders. We hope to add one (1) Asian/Pacific Islander in 2010.

XI. FULL-TIME EMPLOYMENT ACTIVITY

The following are a one (1) year and a three (3) year summary of hiring activity provided for an indication of progress toward affirmative action goals.

FULL-TIME EMPLOYMENT ACTIVITY

Numbers shown are hiring goals for the reporting year and the actual hires in that reporting year

Goal Category	2007-08		2008-09		2009-010
	<u>Annual Goal</u>	<u>Annual Actual</u>	<u>Annual Goal</u>	<u>Annual Actual</u>	<u>Annual Goal</u>
Faculty					
Female	0	0	0	0	0
Black	0	0	0	1	0
Hispanic	0	2	1	0	1
Asian/Pacific Islander	1	0	1	1	1
American Indian/Alaskan Native	0	0	0	0	0
Full-Time Professional					
Female	0	0	0	0	0
Black	0	0	0	0	0
Hispanic	0	0	1	0	1
Asian/Pacific Islander	0	0	1	0	1
American Indian/Alaskan Native	0	0	0	0	0
Administrator					
Female	0	0	0	0	0
Black	0	0	0	0	0
Hispanic	0	0	1	1	0
Asian/Pacific Islander	0	0	1	0	1
American Indian/Alaskan Native	0	0	0	0	0
Technical/Para-Professional					
Female	0	0	0	0	0
Black	0	0	0	0	0
Hispanic	0	0	0	0	0
Asian/Pacific Islander	1	0	1	1	1
American Indian/Alaskan Native	0	0	0	0	0
Secretarial					
Female	0	0	0	0	0
Black	0	0	0	1	0
Hispanic	1	0	1	1	0
Asian/Pacific Islander	0	1	0	0	0
American Indian/Alaskan Native	0	1	0	0	0
Skilled Craft					
Female	0	0	0	0	0
Black	0	1	1	0	1
Hispanic	0	1	0	1	0
Asian/Pacific Islander	0	0	1	0	1
American Indian/Alaskan Native	0	0	0	0	0
Service Maintenance					
Female	0	0	0	0	0
Black	0	0	0	0	0
Hispanic	0	0	1	2	0
Asian/Pacific Islander	0	0	0	0	1
American Indian/Alaskan Native					
	<u>3</u>	<u>6</u>	<u>11</u>	<u>9</u>	<u>9</u>

FULL-TIME EMPLOYMENT ACTIVITY

Numbers shown are the long-term hiring goals and the actual hires in that reporting year

Goal Category	2000 Census Data				2008-09		2009-10
	2006-07		2007-08		Goal	Actual	Goal
	Goal	Actual	Goal	Actual			
Faculty							
Female	0	3	0	0	0	0	0
Black	0	0	0	0	0	1	0
Hispanic	6	1	5	2	2	0	4
Asian/Pacific Islander	22	0	22	3	18	1	19
American Indian/Alaskan Native	0	0	0	0	0	0	0
Full-Time Professional							
Female	0	0	0	0	0	0	0
Black	0	0	0	0	0	0	0
Hispanic	1	0	1	0	1	0	1
Asian/Pacific Islander	2	0	2	0	2	0	2
American Indian/Alaskan Native	0	0	0	0	0	0	0
Administrator							
Female	0	2	0	0	0	0	0
Black	0	0	0	0	0	0	0
Hispanic	0	0	1	0	1	1	0
Asian/Pacific Islander	0	0	1	0	1	0	2
American Indian/Alaskan Native	0	0	0	0	0	0	0
Technical/Para-Professional							
Female	0	6	0	0	0	0	0
Black	0	0	0	0	0	0	0
Hispanic	0	1	0	0	0	0	0
Asian/Pacific Islander	12	0	14	0	16	1	18
American Indian/Alaskan Native	0	0	0	0	0	0	0
Secretarial							
Female	0	5	0	0	0	0	0
Black	0	1	0	0	0	1	0
Hispanic	3	2	3	0	2	1	0
Asian/Pacific Islander	4	0	3	1	0	0	0
American Indian/Alaskan Native	0	0	0	0	0	0	0
Skilled Craft							
Female	0	0	0	0	0	0	0
Black	0	0	1	0	1	0	1
Hispanic	0	0	0	0	0	1	0
Asian/Pacific Islander	1	0	1	0	1	0	2
American Indian/Alaskan Native	0	0	0	0	0	0	0
Service Maintenance							
Female	0	1	0	0	0	0	0
Black	0	0	0	0	0	0	0
Hispanic	0	2	0	0	0	2	0
Asian/Pacific Islander	4	0	4	0	3	0	3
American Indian/Alaskan Native	0	0	0	0	0	0	0
TOTAL GOALS	55	24	58	6	48	9	52

XII. SUMMARY OF CURRENT YEAR RECRUITMENT VERSUS GOALS

Last year's Affirmative Action Plan set hiring goals for the 2008-09 plan year for Faculty, Professionals, Administrators, Technical/Para-Professionals, Secretarial/Clerical, Skilled Craft, and Service Maintenance employees. The goal was a total of eleven (11) targeted minority hires.

This past reporting year, we were successful in hiring a minority candidate in six of our targeted job categories. Of all hires made in 2008-09, 9 new hires identified themselves as ethnic minorities.

XIII. RECENT INITIATIVES

- The College of DuPage, the Board of Trustees and all the employee constituency groups, are committed to the idea of diversity as a broader concept than ethnicity, race, and gender. At the college, we strive to take diversity beyond legal mandates and become an environment that is inclusive of all groups, maximizing the potential of all students and employees, and value the variety of perspectives that everyone brings to the college. This commitment to diversity is consistent with the shared ethical values of integrity, honesty, respect and responsibility adopted by the college as the guide from which we interact with each other. The traditional policies, programs, and legal mandates of Equal Employment Opportunity (EEO) and Affirmative Action (AA) are still the first and most important steps to achieving diversity in the workplace. The College makes a number of efforts to attract minority applicants that include diversity focused advertisements as well as providing diversity training for screening committee members.

In 2007, two new initiatives were added to our diversity efforts:

- All screening committees met with the Recruitment Coordinator at their initial meeting to cover procedural and diversity goals.
- TLC courses were being offered to provide diversity training for supervisors.

In 2008, the TLC started offering new courses to address diversity:

- Diversity at the Workplace Drop by Drop
- Military Mental Health: Recovery from War Zone Brain Injury, Post-Traumatic Stress Disorder – Resources for Veterans
- Supervising & Working With Individuals with Disabilities – Expanding Opportunities
- We continue to offer credit classes on diversity each term.

In 2009, two initiatives were implemented to strengthen our diversity efforts.

- All screening committee members were required to complete six hours of diversity training offered and monitored by HR & TLC. Hiring process did not commence until all committee members had completed training.
- Established two Presidential Commissions, one Hispanic and one Asian and refocused resources and job responsibilities towards the enrollment and retention of Hispanic and Asian population.

XIV. Board Policies & Administrative Procedures



COLLEGE OF DUPAGE

Policy Manual of the Board of Trustees

Human Resources - General

Policy No. 15-5

Equal Employment Opportunity and Affirmative Action

Consistent with federal and state law, the Board of Trustees will facilitate through the Affirmative Action Officer equal employment opportunities to all persons regardless of their race, color, religion or creed, sex, national origin, ancestry, age, marital status, sexual orientation, arrest record, military status or unfavorable discharge from military service, citizenship status, use of lawful products while not at work, physical or mental handicap or disability (if otherwise able to perform the essential functions of the job with reasonable accommodation), or other factors which cannot lawfully be the basis for an employment decision.

The term "employment opportunities" includes hiring, promotion, termination, wages, benefits, and all other privileges, terms, and conditions of employment.

In accordance with federal law, the College will maintain a written Affirmative Action Program to implement and maintain the policy of equal opportunity through positive efforts.

Adopted: 3/19/09	Reviewed:	Amended: 8/20/09
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For purposes of policy 15-5, the government has set forth the following definitions:

A. *Race*:

- 1) White (Non-Hispanic) – All persons having origins in any of the original peoples of Europe, North America, and the Middle East (except those of Hispanic origin).
- 2) Black (Non-Hispanic) – All persons having origins in any of the black racial groups of Africa.
- 3) Hispanic – All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- 4) Asian or Pacific Islanders – All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.
- 5) American Indian or Alaskan Native – All persons having origins in any of the original peoples of North America.

B. *Color* – A person's skin pigmentation.

C. *Religion* – Includes all aspects of religious observance and practice as well as belief or non-belief.

D. *Creed* – A system of religious beliefs, including moral or ethical beliefs, about right and wrong which are sincerely held with the strength of traditional religious views.

E. *National Origin/Ancestry* – The place in which a person or an ancestor was born.

F. *Sex* – The status of being male or female.

G. *Age* – Those individuals who are at least forty (40) years old.

H. *Marital Status* – The legal status of being married, single, separated, divorced or widowed.

I. *Sexual Orientation* – Actual or perceived status of heterosexuality, homosexuality or bisexuality.

J. *Arrest Record* – Includes, but is not limited to, information indicating that an individual has been questioned, apprehended, taken into custody, held for investigation, arrested, charged with, indicted or tried for any felony, misdemeanor or other offense pursuant to any law enforcement or military authority.

K. *Unfavorable Military Discharge* – Discharge from the Armed Forces of the United States, their Reserve components, or any National Guard or Naval Militia which are classified as RE-3, or the equivalent thereof, but does not include those characterized as RE-4 or "Dishonorable".

L. *Citizenship Status* – All United States citizens or non-U.S. citizens legally eligible to work in the United States.

M. *Use of Lawful Products while not at Work* – The Illinois Workplace Privacy Act of 1986 prohibits an employer from discriminating against an applicant because of their use of lawful products off the employer's premises during non-working hours (for example, cigarettes).

N. *Disability* – An individual with a disability is one who: (1) has a physical or mental impairment that substantially limits one or more major life activities; (2) has a record of having such an impairment; or (3) is regarded as having such an impairment.



Prohibition of Discrimination and Harassment

No student, employee, Board member, or visitor will discriminate against or harass a student, employee or visitor on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation or any other unlawful basis. The College will not tolerate discrimination or harassment.

Individuals found to have violated this policy will be subject to disciplinary action up to and including termination and/or expulsion from the College as determined by such administrative or Board action as is required by Illinois law or by Board policy. Individuals who retaliate against any employee for filing a complaint or participating in a harassment investigation shall be subject to disciplinary action.

The College will maintain and publish a complaint process consistent with this Policy.

Adopted: 4/16/09 Rescinded: 5/04/09 Adopted: 12/10/09	Reviewed:	Amended:
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Prohibition of Sexual Harassment

Sexual harassment is illegal and violates state and federal laws. It is the policy of College of DuPage that no staff member or student shall be subject to sexual harassment.

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive education or employment environment.

Adopted: 3/19/09	Reviewed:	Amended:
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Prohibition of Sexual Harassment

1. Employee Complaint against another Employee or Student Complaint against an Employee

- A. Oral complaints from an alleged victim made to any supervisor or other College employee should be referred to the Affirmative Action Officer or designee. The Affirmative Action Officer will request the supervisor to confer with the alleged offender and, if the offense is substantiated by the supervisor, warn the offender.
- B. Oral complaints from an alleged victim may be made to the Affirmative Action Officer or designee and will be handled as noted above.
- C. Signed written complaints from an alleged victim will be referred to the Affirmative Action Officer or designee. The Affirmative Action Officer will contact the supervisor of the alleged offender. If the complaint is substantiated by the supervisor, there will at least be a written warning placed in the offender's file, along with the complaint by the victim. If the offender disagrees with the allegation, an appeal may be made to the appropriate review board (FARB for Faculty and Administrators; CABA for Classified) for a determination on the factual grounds of the complaint and whether harassment occurred. The extent of discipline will be subject to administrative decision.

2. Student Complaint against a Student or Employee Complaint against a Student

- A. Oral complaints from an alleged victim made to any member of the College community will be referred to the Vice President of Student Affairs or designee. The Vice President of Student Affairs will recommend action to be taken by another, or take action on the authority of the office, up to a verbal warning.
- B. Signed written complaints by an alleged victim will be referred to the Vice President of Student Affairs or designee for action up to, and including, recommendation from the President for dismissal from the College. The alleged offender may appeal to the Judicial Review Board.

3. Employee and/or Student Complaint against a Visitor

All complaints from an alleged victim will be directed to the College of DuPage Police Department who will assess the nature and severity of the complaint and will take action, from a minimum of a verbal warning up to, and including, expulsion from all College facilities.

4. General Guidelines

Any office receiving a complaint of harassment will consult with the Affirmative Action Officer or designee for direction in the investigation of the complaint to determine if the conduct is unreasonably interfering with work performance or creating an intimidating, hostile or offensive environment. Meetings with the complainant and accused will generally be scheduled within five to ten (5-10) working days of receipt of the complaint, with the understanding that the most immediate time possible will be utilized. If the allegation is factual, appropriate corrective/disciplinary action will be taken immediately based on the facts and circumstances in each case. The Affirmative Action Officer or designee will work with the office receiving the complaint in the disposition of the case.

If a College employee or student is charged with, or is a victim of, harassment, he/she may appeal a final decision to FARB (for Faculty and Administrators), CABA (for Classified), or the Student Judicial Review Board (for students). The normal procedures of each appeal process will be followed.

Should an alleged victim elect to challenge a decision in any administrative or judicial proceeding or forum other than the procedure herein, the alleged victim waives the right to utilize this procedure to resolve such matters or, if already resolved in the alleged victim's favor, to forego the implementation of such award.

At any time, an employee may refer the complaint to the College-designated Employee Assistance Program (EAP) provider for consultation and advice.

5. Information Distribution and Training

The Affirmative Action Officer is charged with distributing this Board Policy and Administrative Procedure to the College community. The Affirmative Action Officer, along with the Teaching and Learning Center (TLC), is charged with providing appropriate sexual harassment prevention training. Because the College prohibits all types of harassment, employees are encouraged to attend all available training. Employees should understand that they could be personally liable for violations of this Board Policy and Administrative Procedure or violations of the law.

Adopted: 10/01/09	Reviewed:	Amended:
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XV. VETERANS

Definition: A person who served on active duty for a period of more than 180 days, some occurring between August 5, 1964 and May 7, 1975, and who received other than a dishonorable discharge. Any person released after May 7, 1975 because of a service-connected disability occurring before that date would also qualify.

A disabled veteran is one who has a thirty percent or greater disability and is entitled to disability compensation under laws administered by the Veterans Administration or was released from service for a disability incurred in the line of duty.

Provision of information identifying an employee as a disabled veteran or Vietnam era veteran is voluntary; consequently, the data may be somewhat incomplete.

Legislation: Vietnam Era Veterans Readjustment Assistance Act of 1972 as amended by the Vietnam Era Veterans Readjustment Assistance Act of 1974.

The Vietnam Era Veterans Readjustment Assistance Act requires firms holding federal contracts or subcontracts of \$10,000 or more to take “affirmative action to hire and advance in employment” disabled and Vietnam era veterans. Goals and timetables are not required.

XVI. DISABLED

Definition: An individual with a disability is one who: (1) has a physical or mental impairment that substantially limits one or more major life activities; (2) has a record of having such an impairment; or (3) is regarded as having such an impairment.

Legislation:

Rehabilitation Act of 1973 as amended by the Rehabilitation Act of 1974

Section 503 requires firms holding federal contracts or subcontracts of \$2,500 or more to take “affirmative action to hire and advance in employment” the handicapped. Goals and timetables are not required.

Section 504 provides that “no otherwise qualified handicapped individual in the United States shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

Americans with Disabilities Act of 1990

This federal statute, which is effective July 26, 1992, prohibits discrimination against a qualified individual with a disability in regard to job application procedures, hiring, advancement or discharge, compensation, training and other terms, conditions and privileges of employment.

No attempt is made to gather data on applicants or employees who may be disabled.

Applicants are screened without regard to any disability or perceived disability. If an individual self identifies a disability or if there is a perceived disability which may affect the ability of the applicant to perform the duties, an accommodation conference will be held with the applicant after it has been determined the individual is the best suited for the position, based upon qualifications and experience.

For existing employees, the college relies upon self identification in cases where accommodations are requested.

XVII. EMPLOYEE DEVELOPMENT

An essential part of an affirmative action program is a process to encourage the promotability of female and minority employees after hire. In addition to the job posting provisions contained in the procedures for Board Policy 15-5, the college offers many opportunities to obtain skills for promotion on an equal opportunity basis. Those provisions are as follows:

Classified Staff (Benefited)

Classified have available up to \$1,900 per fiscal year for tuition reimbursement which can be used for seminar fees and credit courses at other institutions of higher learning when job related. Reimbursement may also be used for professional exam expenses such as Certified Public Accountant exam. Additionally, an eligible employee may be reimbursed for tuition costs associated with pursuit of accredited degrees (not available at College of DuPage), bachelors, masters and doctoral degrees subject to satisfactory completion of each course.

Faculty (Benefited)

Faculty have available up to \$1,850 per year for tuition reimbursement which can be used for seminar fees and credit courses at other institutions of higher learning when job related.

Administration (Benefited)

Administrators have available up to \$1,850 per year for tuition reimbursement which can be used for seminar fees and credit courses at other institutions of higher learning when job related.

All Groups (Benefited)

The College of DuPage provides waived or discounted tuition charges for benefited employees when enrolled for College of DuPage credit courses. In-Service programs are also made available to all employees.

Classified Staff and Faculty (Part-Time)

Eligible part-time employees who work a minimum level may enroll in one tuition discounted class per quarter.