AFFIRMATIVE ACTION PROGRAM
FOR
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

BY
DISTRICT AFFIRMATIVE ACTION COMMITTEE

Approved by the Board of Trustees on 8/7/75
Santa Barbara Community College District
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STUDENT
INTRODUCTION

On October 1, 1972, the Department of Health, Education and Welfare issued the Higher Education Guidelines. The Higher Education Guidelines are based on Executive Order 11246, Revised Order Number Four of the Department of Labor, and other pertinent regulations. Two important concepts are embodied in the Higher Education Guidelines, (1) nondiscrimination and (2) affirmative action.

Nondiscrimination requires the elimination of all discriminatory conditions, whether purposeful or inadvertent. This concept requires that all employment policies and procedures be examined carefully and systematically to assure that they do not operate to the detriment of any persons on grounds of race, color, religion, marital status, national origin, sex, and age.

Affirmative action requires more than employment neutrality. An employer is required to make additional efforts to recruit, employ and promote qualified members of groups formerly excluded. The premise of the affirmative action concept requires positive action to overcome the effects of systemic institutional forms of exclusion and discrimination; otherwise, a benign neutrality in employment practices will tend to perpetuate the status quo indefinitely.

As a concept, affirmative action grew out of civil rights activities of the 1960's and became recognized as an approach for achieving equal employment opportunity by the issuance of Presidential Executive Order 11246 in 1965. This and subsequent executive orders derived statutory
basis from the Civil Rights Act of 1964 (Title VI and Title VII). The Equal Employment Opportunity Act of 1972 amended the Civil Rights Act by removing the exemption for educational institutions. Under the new law, the Equal Employment Opportunity Commission is empowered to institute proceedings against any employer of 15 or more employees. This provision effectively encompasses all Community College districts. Further, the Office for Civil Rights of the Department of Health, Education, and Welfare also has concurrent jurisdiction over educational institutions.

Following the promulgation of the *Higher Education Guidelines*, on October 11, 1973 the Santa Barbara Community College District Board of Trustees adopted an affirmative action policy statement. Shortly thereafter the Superintendent-President of the District appointed an Affirmative Action Committee composed of administrators, faculty, students, and members of the Classified service. The objective of the Affirmative Action Committee was to develop a program plan with policies and procedures designed to implement the District's adopted affirmative action policy statement.

The Affirmative Action Committee, after many hours of meetings and review of pertinent literature, developed the program plan outlined in the following chapters. The program outline is intended to be used as a general plan of action. In that respect, I urge each member of the faculty, staff, administration and student body to search for ways to support and actively participate in the program.

Daniel Oroz
Affirmative Action Officer/Director
of Personnel Services
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CHAPTER I-DISTRICT AFFIRMATIVE ACTION POLICY

I. POLICY STATEMENT

The Santa Barbara Community College District shall not discriminate against any person in employment or in any program affiliated with the District because of race, color, religion, sex, family relationship, marital status, age, creed or national origin. The Santa Barbara Community College District will implement affirmatively equal employment opportunity for all employees and qualified applicants for employment. Positive action will be taken by the administration, faculty, staff, and students to ensure the implementation of this policy and to overcome any forms of exclusion or discrimination, whether purposeful or inadvertent. This policy is consistent with the requirements and objectives set forth by the President's Executive Order Number 11246 as amended by 11375, by revised order number 4, and by Title 6 and Title 7 of the Civil Rights Act of 1964 as amended.

Specifically, the Santa Barbara Community College District shall:

A. Without establishing quotas, have as its goal an institutional work force in which the employment of minority group members and women is adjusted at all levels until the distribution of minority group members and women on the staff is reflective of the available and qualified work force. Procedures shall be established for implementing affirmative action which will ensure that an equitable distribution is achieved. Effectiveness of the procedures shall be determined by analyzing utilization of minority group members and women separately;

B. Support the rights of minority group members and women to equal employment commensurate with their qualifications and to equal compensation for equal work;

C. Take positive action to recruit, hire, and retain qualified minority group members and women at all levels of employment and assure that its system of tenure and promotion does not discriminate against minority group members and women;

D. Make a special effort to encourage minority group and women employees to prepare for higher level positions or to acquire qualifications needed for advancement and promotion;

E. Ensure that no reprisals or coercion are brought to bear against any person or persons who avail themselves of the services of the affirmative action office; and
F. Require compliance with Executive Order Number 11246 as amended of all companies and agencies entering into contractual agreements with the Santa Barbara Community College District.
CHAPTER II-APPOINTMENT OF AN AFFIRMATIVE ACTION COMMITTEE AND AFFIRMATIVE ACTION OFFICER

The Superintendent-President is responsible for the development and implementation of a meaningful Affirmative Action Program for the Santa Barbara Community College District. An Affirmative Action Committee will be appointed by the Superintendent-President to assist him in implementing a program that will assure that affirmative action goals are obtained. Committee members so appointed shall serve as permanent members. When vacancies occur, replacements will be recommended by the Affirmative Action Committee to the Superintendent-President. The appointment of new members to the Committee by the Superintendent-President will be made with the concurrence of the Representative Council for faculty members, the CSEA, Chapter 289, for classified members, and the Associated Student Senate for student members. The Committee will consist of fourteen members and, whenever possible, represent all ethnic groups and females.

A. RESPONSIBILITIES OF THE AFFIRMATIVE ACTION COMMITTEE ARE:

1. Assists in establishing procedures and methods to identify and overcome the under-utilization of employees, particularly minority and female employees in Classified, Administrative, and Certificated positions.

2. Assists in developing policies and procedures assuring opportunities for advancement of employees within each category, Classified, Administrative, and Certificated, as well as for transfers from one category to another.

3. Assists in developing training programs and promotional opportunities for all employees without regard to their ethnic backgrounds and/or sex.

   a. Assists in development of supervisory training programs for all involved in selecting, training, and supervising others.

   b. Reviews staffing patterns, job descriptions, and job requirements.

   c. Assists in development of techniques that will identify candidates qualified for promotion as well as those employees needing to upgrade their skills through either refresher courses or on-the-job training programs.

4. Assists in identifying sources of recruitment for both qualified minority and female candidates needed for positions in Classified,
Administrative, and Certificated categories of employment; expands lists of addresses to whom announcements for positions should be distributed in order to reach candidates needed to meet Affirmative Action Goals.

5. Reviews application forms and other hiring procedures to assure that information required is pertinent and necessary for duties to be performed (degrees, physical requirements, years of experience, skills, etc.)

6. Reviews employment practices regulating hiring, transfer, and promotions from within to ensure that neither qualified nor qualifiable employees and applicants are excluded from consideration.

7. Examines and analyzes progress reports prepared periodically by the Affirmative Action Officer/Director of Personnel Services regarding the implementation of Santa Barbara Community College's Affirmative Action Program. Such reports shall include results achieved or not achieved in respect to meeting established hiring goals.

B. RESPONSIBILITIES OF THE AFFIRMATIVE ACTION OFFICER/DIRECTOR OF PERSONNEL SERVICES ARE:

1. Implements Santa Barbara Community College's Affirmative Action Program with assistance of Affirmative Action Committee and the support of Superintendent-President and Board of Trustees.

2. Publicizes grievance procedures and investigates all complaints of discrimination. After investigation of any complaints, recommends to Superintendent-President and Board of Trustees any action to be taken.

3. Works closely with administrators, supervisors, and department heads to ensure achievement of goals for both Classified and Certificated staff.

4. Provides guidance and clerical assistance to the Affirmative Action Committee as required in development and implementation of District's Affirmative Action Program.

5. Develops and implements an in-service orientation program embracing all facets of Civil Rights for entire college community using resources of Public Information Office and other available resources.

6. Develops and updates goals and timetables so as to effect positive action toward correction of identifiable under-utilization.

7. Assumes responsibility for the revision of the Affirmative Action Program as the need for such change is identified.
8. Advises the District regarding status of recruitment for all personnel, including ethnic minorities and women for those classified and certificated positions in areas that may be falling short of goals.

9. Assumes, in cooperation with appropriate personnel, the role of contract compliance officer on behalf of the District to the extent required by applicable Federal and State laws.

10. Reviews, in cooperation with appropriate personnel, job announcements, job specifications and other job statements to ensure compliance with all Affirmative Action requirements.

11. Advises and assists all administrators of the nature, purpose and intent of laws, executive orders, policies, regulations, prepare memoranda, instructions and reports necessary for the implementation of the District's Affirmative Action Program.

12. Maintains liaison with County, State, and Federal agencies, as well as organizations concerned with the promotion of fair employment practice.

13. Represents the District at meetings, conferences, and other gatherings pertaining to affirmative action programs as approved by the Superintendent.

14. Works with appropriate individuals and agencies in ascertaining current population characteristics data for the District.

15. Compiles an annual report to the Superintendent and Board on the progress of the District's Affirmative Action Program.

16. Assumes other responsibilities and performs other duties as assigned by the Superintendent.
CHAPTER III-AFFIRMATIVE ACTION PROCEDURES FOR CLASSIFIED PERSONNEL

A. RECRUITMENT

OBJECTIVE: In carrying out the recruitment process, no qualified person shall be denied consideration of employment because of race, color, religion, sex, family-relationship, age, marital status, creed, ancestry or national origin.

IMPLEMENTATION:

1. The District will examine its recruitment processes to determine whether any discriminatory practices exist and move to correct all such practices in accordance with Federal and State laws. To ensure equal employment opportunity, promotional opportunities will be open to all qualified employees and to all qualified applicants.

2. All permanent vacant positions will be advertised by the Personnel Department and various channels of recruitment will be contacted in developing a non-discriminatory applicant pool. They are attached as Appendix A. Vacancies will be posted for a minimum of one week.

3. All recruiting announcements must carry the statement, "An Affirmative Action-Equal Opportunity Employer." Under no circumstances shall a recruiting announcement or advertisement state that only members of a particular ethnic minority group or sex will be considered.

4. Application forms and position descriptions shall be carefully examined to eliminate any requirements or criteria which have the effect of excluding minorities and women. This would also include the elimination of any criteria that unnecessarily exclude the physically handicapped, senior citizens, etc.

5. When deemed appropriate, employment advertisements shall be used in newspapers and/or publications with wide minority and female circulation.

6. If qualified minorities and women are not actively recruited for application, filling of permanent positions may be deferred, and hourly employees utilized until persons are recruited for application in accordance with the District's Affirmative Action Program.
B. SELECTION/HIRING

OBJECTIVE: It shall be the objective of the District to hire classified personnel in conformance with its Affirmative Action goal of providing equal employment opportunity. Appointments will be made in accordance with the current rules and regulations of the Santa Barbara Community College District providing they are consistent with the goals of Affirmative Action.

IMPLEMENTATION:

1. The nondiscrimination requirements of the Affirmative Action program apply to all persons; no person may be denied employment or related benefits on the grounds of race, color, religion, sex, family-relationship, age, marital status, creed, ancestry or national origin.

2. Hiring decisions and/or offers of employment may not be governed by unverified assumptions about an individual's willingness or ability to relocate because of his or her race or sex.

3. Screening committees will be used in the selection process. Minority and women representation will be a requirement on each screening committee. In the event that no minorities and women are present in the department, the Affirmative Action Chairperson shall be contacted for assistance.

4. The Screening Committee will assure itself that qualified minority and women candidates have applied for classified vacancies. If not, selection to fill such positions will be deferred until recruitment for applications is conducted in accordance with the District's Affirmative Action Program.

5. Each screening committee will complete a Classified Employment Audit Report (Appendix C) providing the ethnic/sexual composition of submitted applications, interviewed applicants and Screening Committee. This audit Report will be reviewed by the Affirmative Action Officer/Director of Personnel Services prior to notification of the selected candidate. A case file will be maintained by the Personnel Department for each vacancy filled providing a summary of Affirmative Action by Departments in filling their vacancies.

6. A nondiscriminatory selection process does not mean that an institution should indulge in "reverse discrimination" or "preferential treatment" which leads to the selection of the less qualified persons over the more qualified ones. The District is interested in staffing all of its positions with qualified persons without regard to race, color, religion, sex, family-relationship, age, marital status, creed, ancestry or national origin.
C. TRAINING, UPGRADE, AND PROMOTION

OBJECTIVE: It shall be the objective of the District to provide programs to upgrade the skills of all employees, including women and minority persons, in an effort to eliminate discrimination and ensure equal opportunity in promotion. In addition, in-service orientation for all employees, particularly supervisors, on the goals of Affirmative Action shall be instituted.

IMPLEMENTATION:

1. The District shall ensure that all employees are advised of promotional opportunities when they occur by announcing all vacancies.

2. Department Heads and/or Supervisors will:
   a. Conduct annual career counseling for their personnel to acquaint them with the requirements of higher level positions.
   b. Identify minority and female employees with recognized potentials and counsel them to prepare for promotional opportunities by attending leadership training seminars, evening college, etc.
   c. Make a special effort to use women and minority personnel in increasingly responsible assignments to allow them to gain the experience needed for advancement.
   d. When apparently qualified minority or female employees are passed over for promotion, department heads and/or supervisors may be required to submit written justification to the Personnel Department and to explain the decision to affected employees.

D. ANTI-NEPOTISM POLICIES

OBJECTIVE: It shall be the objective of the District to eliminate any practice which prohibits or limits the simultaneous employment of two or more qualified members of the same family and which has an adverse impact upon one sex or another in employment.

IMPLEMENTATION:

1. The District shall review its practices to ascertain that an individual may not be denied an opportunity for employment, advancement, or benefits on the basis of any anti-nepotism rule or practice.

E. PLACEMENT, JOB CLASSIFICATION, AND ASSIGNMENT

OBJECTIVE: It shall be the objective of the District to develop placement, job classification, and assignment procedures which
provide equal opportunity for all, including ethnic minority persons and women.

**IMPLEMENTATION**

1. The District shall conduct an inventory of all classified job clusters to identify areas of "under-utilization" of women and ethnic minority persons. Once completed, the personnel data should be controlled in strict confidence so that access is limited to only those who need to know and are involved in administering and reviewing the Affirmative Action Program and its goals. Summary data shall be made public.

2. Race, color, religion, sex, blood-relationship, age, birth, ancestry or national origin shall not be the basis for differentiating among job classifications. Special attention will be given to education, experience, and skill requirements to ensure that the requirements in themselves do not constitute inadvertent discrimination.

3. Classification language which discriminates against either sex will be eliminated. Any inequities in salaries paid men and women for comparable work will be eliminated.

**F. TERMINATION AND LAYOFF**

**OBJECTIVE:** Seniority rule will be applied in cases of termination or layoff unless the District is legally enjoined to follow other prescribed procedures.

**IMPLEMENTATION:**

1. Seniority is an acceptable standard for termination with one exception: where an incumbent has been found to have been the victim of discrimination and as a result has less actual seniority than he or she would have had but for such discrimination, either seniority cannot be used as the primary basis for termination, or the incumbent must be presumed to have the seniority which he or she would have had in the absence of discrimination.

2. Whenever such discrimination is charged as having denied an employee of rightful seniority, it shall be identified with respect to the specific circumstances alleged to have been the cause of discrimination. An unproved claim of discrimination shall not be sufficient to set aside applicable seniority rule.

**G. CONDITIONS OF WORK, RIGHTS AND BENEFITS, SALARY, LEAVE POLICIES**

**OBJECTIVE:** It shall be the objective of the District to adhere carefully to the concept of equal pay for equal work, and to ensure that conditions of work, rights and benefits, salary, and leave policies are non-discriminatory.
IMPLEMENTATION:

1. The District will review existing policies regarding conditions of work, rights and benefits, salary and leave policies to ensure nondiscriminatory practices.

H. CLASSIFIED EMPLOYEE DISCRIMINATION COMPLAINT PROCEDURES

OBJECTIVE: It shall be the objective of the District that Classified employees have an established procedure available for review of job related complaints of discrimination.

IMPLEMENTATION

1. Whenever a job related complaint of discrimination occurs, the affected employee may contact the Affirmative Action Officer/Director of Personnel Services for advice. In addition, a discussion between the affected employee and the appropriate supervisor and department head should be held. During the discussion an attempt will be made to resolve the issue on an informal basis. The District Affirmative Action Officer/Director of Personnel Services will, if requested, act in an advisory capacity.

2. If the issue is not resolved at this level, the employee may use the established grievance procedures outlined in the District Classified Personnel Rules and Regulations.

3. Nothing in institutional grievance procedures prevents an employee from taking legal recourse where he/she feels a State or Federal law has been violated. The District's Affirmative Action Officer/Director of Personnel Services shall not participate in Federal or State agency proceedings or lawsuits except as authorized by the District.
CHAPTER IV—AFFIRMATIVE ACTION PROCEDURES FOR CERTIFICATED PERSONNEL

A. RECRUITMENT

OBJECTIVE: In carrying out the recruitment process no qualified person shall be denied consideration for employment because of race, color, religion, sex, family-relationship, age, marital status, creed, ancestry or national origin.

IMPLEMENTATION:

1. The District will examine its recruitment and hiring processes to determine where discriminatory practices exist and move to correct all such practices in accordance with Federal and State laws. Where such an examination reveals that ethnic minority persons and women have been underutilized because of discriminatory practices, every good faith effort will be undertaken to ensure equal employment opportunity.

2. All permanent positions will be advertised by the Personnel Department and various channels of recruitment will be contacted in developing a nondiscriminatory applicant pool. They are attached to this Manual as Appendix B. Vacancies will be posted for a minimum of one week.

3. All recruitment announcements must carry the statement "An Affirmative Action—Equal Opportunity Employer". Under no circumstances shall a recruiting announcement or advertisement state that only members of a particular ethnic minority group or sex will be considered.

4. Application forms and position descriptions shall be carefully examined to eliminate any requirements or criteria which have the effect of excluding minorities and women. This would also include the elimination of any criteria that unnecessarily excludes the physically handicapped, senior citizens, etc.

5. When deemed appropriate, employment advertisements shall be used in publications with wide minority and female circulation.

6. If qualified minorities and women are not actively recruited for application, filling of permanent positions may be deferred until recruitment for applications is conducted in accordance with the District's Affirmative Action Program.
B. **SELECTION/HIRING**

**OBJECTIVE:** It shall be the objective of the District to hire certificated personnel in conformance with its Affirmative Action goal of providing equal employment opportunity.

**IMPLEMENTATION:**

1. Affirmative Action goals are to be sought through recruitment and hiring for vacancies created by normal growth and attrition in existing positions.

2. Hiring decisions may not be governed by unverified assumptions about an individual's willingness or ability to relocate because of his or her race or sex.

3. Screening and interviewing committees will be used in the selection process. Minority and women representation will be a requirement on each committee. In the event that no minorities and women are present in the department, the Affirmative Action Committee Chairperson shall be contacted for advice.

4. A Certificated Employment Audit Report will be completed for each position filled through the above committee process. The audit report will be reviewed by the Superintendent-President prior to final selection. A case file will be maintained by the Personnel Department for each vacancy filled providing a summary for Affirmative Action taken by Departments in filling their vacancies.

5. A non-discriminatory selection process does not mean that an institution should indulge in "reverse discrimination" or "preferential treatment" which leads to the selection of the less qualified persons over the more qualified ones. The District is interested in staffing all of its positions with qualified persons without regard to race, color, religion, sex, family-relationship, age, marital status, ancestry or national origin.

C. **TRAINING, UPGRADING, AND PROMOTION**

**OBJECTIVE:** The District will make special effort to ensure that all employees in its certificated staff are given equal employment opportunity for in-service training, promotion and/or advancement. Inservice orientation/training for all employees, particularly supervisors, on the goals of Affirmative Action shall be instituted.

**IMPLEMENTATION:**

1. The District shall ensure that all employees are advised of promotional opportunities when they occur by announcing all vacancies.
2. Administrators will:
   a. Conduct annual career counseling for their personnel to acquaint them with the requirements of higher level positions.
   b. Identify minority and female employees with recognized potentials needing additional training and counsel them to prepare for promotional opportunities. Encourage enrollment in courses leading to positions in educational administration.
   c. Make a special effort to use women and minority personnel in increasingly responsible assignments to allow them to gain the experience needed for advancement.
   d. When apparently qualified minority or female employees are passed over for promotion, the selecting official or person directly responsible may be required to submit written justification.

D. ANTI-NEPOTISM POLICIES

OBJECTIVE: It shall be the objective of the District to eliminate any practices which prohibit or limit the simultaneous employment of two or more qualified members of the same family and which have an adverse impact upon one sex or another in employment.

IMPLEMENTATION:

1. The District shall review its current practices to ascertain that an individual may not be denied an opportunity for employment, advancement, or benefits on the basis of any anti-nepotism rule or practice.

E. PLACEMENT, JOB CLASSIFICATION, AND ASSIGNMENT

OBJECTIVE: It shall be the objective of the District to develop placement, job classification, and assignment procedures which provide equal employment opportunity for all.

IMPLEMENTATION

1. The District will conduct an inventory to identify "under-utilization" of women and ethnic minority persons in its certificated staff. Once completed summary data will be made public.

No particular job classification shall be assigned to any particular group identified by race, color, religion, sex, family-relationship, age, birth, marital status, creed, ancestry or national origin.
F. TERMINATION AND LAYOFF

OBJECTIVE: Seniority will be applied in cases of termination or layoff unless the District is legally enjoined to follow other procedures.

IMPLEMENTATION:

1. Seniority is an acceptable standard for termination with one exception; where an incumbent has been found to have been the victim of discrimination and as a result has less actual seniority than he or she would have had but for such discrimination; either seniority cannot be used as the primary basis for termination, or the incumbent must be presumed to have the seniority which he or she would have had in the absence of discrimination.

2. Whenever such discrimination is charged as having denied an employee of rightful seniority, it shall be identified with respect to the specific circumstances alleged to have been the cause of discrimination. An unproved claim of discrimination shall not be sufficient to set aside applicable seniority rule. Action to terminate employees shall be based solely on their performance on the job or a reduction in force.

G. CONDITIONS OF WORK, RIGHTS AND BENEFITS, SALARY, LEAVE POLICIES

OBJECTIVE: It shall be the objective of the District to adhere carefully to the concept of equal pay for equal work, and to ensure that conditions of work, rights and benefits, salary and leave policies are non-discriminatory.

IMPLEMENTATION:

1. The District will review existing policies regarding conditions of work, rights and benefits, salary and leave policies to ensure non-discriminatory practices.

H. CERTIFICATED EMPLOYEE DISCRIMINATION COMPLAINT PROCEDURES

OBJECTIVE: It shall be the objective of the District that Certificated employees have an established procedure available for review of job related complaints of discrimination.

IMPLEMENTATION:

1. Whenever a job related complaint of discrimination occurs, the affected employee may contact the Affirmative Action Officer/Director of Personnel Services for advice. In addition a discussion between the affected employee and the appropriate supervisor will be held. During the discussion an attempt will be made to resolve the issue on an informal basis. The District Affirmative Action Officer/Director of Personnel Services, will if requested, act in an advisory capacity.
2. If the issue is not resolved at this level, the employee may use the established procedures outlined in the District's Standards of Conduct for Members of the College Community with Guidelines for Academic Due Process.

3. Nothing in institutional grievance procedures prevents an employee from taking legal recourse where he/she feels a State or Federal law has been violated. The District's Affirmative Action Officer/Director of Personnel Services shall not participate in Federal or State Agency proceedings or lawsuits except as authorized by the District.
CHAPTER V—ESTABLISHMENT OF GOALS AND TIMETABLES

In accordance with adopted District Affirmative Action Policy, the District shall:

"Without establishing quotas, have as its goal an institutional work force in which the employment of minority group members and women is adjusted at all levels until the distribution of minority group members and women on the staff is reflective of the available and qualified work force. Procedures shall be established for implementing affirmative action which will insure that an equitable distribution is achieved. Effectiveness of the procedures shall be determined by analyzing utilization of minority group members and women separately."

IMPLEMENTATION:

1. A utilization analysis will be conducted of all Certificated and Classified job occupational categories and organizational units of women and ethnic minority persons. Summary report data shall be distributed. Under-utilization may exist when the number of minorities and women employed is significantly fewer than would reasonably be expected based on the availability of qualified persons for employment.

2. When under-utilization is identified for appropriate organizational units and occupational categories, District and departmental goals and timetables shall be established as a means of increasing the employment of minorities and women at the earliest possible time.

3. Goals are targets for increasing the employment of minorities and women to overcome that under-utilization. Timetables are estimates of the time required to meet specific goals. In formulating timetables, consideration will be given to the availability of qualified minorities and women and expected turnover in the work force.

4. Goals and timetables will be reviewed at least annually and will be adjusted as the availability of minorities and women and as their employment in the District change.

5. Efforts to overcome under-utilization shall not be delayed because numerical goals have not yet been established.

RESPONSIBILITY:

1. Utilization analysis: The Affirmative Action Officer/Director of Personnel Services will be responsible for conducting the utilization analysis. A summary report will be distributed to all administrators,
department heads, members of the Affirmative Action Committee, and other interested parties.

2. **Goals and Timetables:** Appropriate administrators and department heads will review the utilization analysis and with the assistance of the Affirmative Action Officer/Director of Personnel Services and Affirmative Action Committee, will establish District and department hiring goals.

3. **Reports:**

   a. Department heads will be required to complete an annual report regarding the ethnic and sexual composition of Classified/Certificated departmental work force, hiring data, and other information deemed appropriate by the Affirmative Action Officer/Director of Personnel Services. (forms will be provided by the Personnel Department).

   b. The Affirmative Action Officer shall be responsible for generating a summary report regarding recruitment source contacts, applicant tally, termination report, promotions and other information deemed appropriate.
CHAPTER VI-AFFIRMATIVE ACTION FOR THE STUDENT BODY

A. AFFIRMATIVE ACTION FOR HIGH SCHOOL STUDENT RECRUITMENT

OBJECTIVE: In accordance with State Law (ACR 151), it shall be the objective of the District to prepare a plan that will provide for addressing and overcoming, by 1980, ethnic, economic, and sexual under-representation in the makeup of the District's Student body as compared to the composition of area high school students, grades 10-12. The District shall annually report, before July 1 of each year, on the progress of the plan.

IMPLEMENTATION:

1. The Administrative Dean, Student Services will be responsible for preparation of program plan and annual reports. The plan shall consider the following methods for fulfilling this objective:

   a. Affirmative efforts to search out and contact qualified students.

   b. Experimentation to discover alternate means of evaluating student potential.

   c. Augmented student financial assistance programs.

   d. Improved counseling for disadvantaged students.

The plan and subsequent progress reports will include appropriate statistical data regarding high school and District student body composition. A copy of the plan will be submitted to the Affirmative Action Committee.

B. STUDENT SERVICES:

OBJECTIVE: It shall be the objective of the District that an annual review be made by each program area in Student Services to determine whether any of the following conditions exist: discrimination; ethnic/sexual under-representation or program inequities based upon sex; job recruitment and job placement which discriminates on the basis of sex or race. Whenever such conditions are found to exist, affirmative corrective steps will be taken.

IMPLEMENTATION:

1. It shall be the responsibility of the Administrative Dean, Student Services to provide for an annual report by all Student Support Services program heads, to be submitted to the Affirmative Action Committee for their review. The report will include the following informational data:
a. Overview and objectives of program.
b. Program eligibility requirements.
c. Number and percentage of minority and female program participants.
d. Any affirmative steps taken or planned to increase the number of minorities and women in program e.g., EOP orientation days, high school contacts, bi-lingual/bi-cultural recruiters, refusal to deal with job recruiters or student employers who discriminate on the basis of sex or race.

C. ADMISSIONS POLICY FOR SPECIAL INSTRUCTIONAL PROGRAMS

OBJECTIVE: It shall be the objective of the District that any de facto discrimination towards male/female and minority applicants will be eliminated from all instructional programs that have a separate screening process for admission.

IMPLEMENTATION:

1. An annual written report will be presented to the Affirmative Action Committee by each program head for any instructional program that has a separate student screening process for admission. This report will outline all policies, procedures and practices pertaining to student screening for admission.

2. Each program head will also report special steps taken to increase minority and woman participation in these programs. Efforts will be made to recruit women of all ethnic groups into traditionally male-dominated fields. These steps will have as an ultimate goal a student participation reflecting the area's high school student population, grades 10-12. Instructional program areas in this review should include but not be limited to:

<table>
<thead>
<tr>
<th>Program Area</th>
<th>Responsible Official</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Occupations</td>
<td>Ass't Dean-Health Occupation</td>
</tr>
<tr>
<td>Marine Technology</td>
<td>Ass't Dean-Vocational-Technical</td>
</tr>
<tr>
<td>Early Childhood Education</td>
<td>Ass't Dean-Vocational-Technical</td>
</tr>
<tr>
<td>Tutorial Center</td>
<td>Tutorial Director</td>
</tr>
</tbody>
</table>

D. CURRICULA

OBJECTIVE: In all areas of instruction, there shall be no discriminatory treatment of women and minorities, either by omission or commission.

IMPLEMENTATION:

1. In the classrooms all instructors should make sincere efforts to cease using the generic masculine forms "man", "he", "him", and "his" and to avoid using terms in reference to minorities which these groups find derogatory, distasteful, or pejorative. Future textbook selections should reflect these values.
2. In instructional materials, lectures, and classroom discussion, the contributions and participation of minorities and women shall be introduced.

3. Department chairpersons shall make reports to the Affirmative Action Committee when so requested.
CHAPTER VII-AFFIRMATIVE ACTION REQUIREMENTS FOR OFF-CAMPUS FIRMS 
AND CONTRACTORS

OBJECTIVE: It shall be the objective of the District to discharge its legal responsibilities as required by Executive Order 11246, as amended, providing for off-campus subcontractor implementation of the Equal Opportunity Clause and certification of non-segregated facilities.

IMPLEMENTATION:

1. Any contract with a total price of $10,000* or more entered into with an outside firm or contractor must comply with the Equal Opportunity Clause and the provision for certification of non-segregated facilities as set forth in Title 41, Chapter 60-1. It is the District's responsibility to notify the firm or contractor of their responsibility and their intent to comply. This intent will be demonstrated by a signed affirmation of intended compliance. (Appendix D).

2. Should questions arise regarding such intent, the District may require that the outside firms or contractors submit copies of their Affirmative Action Program, if appropriate, and attend pre-award conferences.

3. If the firm or contractor is not willing or able to satisfy the above requirements, it shall be denied the District's contract award. Each firm or contractor shall be so notified at the time of the District's certification request.

4. The Assistant Superintendent, Business Services (or his appointee) in consultation with the Affirmative Action Office will be responsible for insuring that the above legal requirements and procedures are complied with and appropriate documentation is maintained.

* Less than $10,000 if District has reason to believe that the amount to be ordered in any year will exceed $10,000.
CHAPTER VIII—AFFIRMATIVE ACTION FOR THE HANDICAPPED

POLICY STATEMENT

The Santa Barbara Community College District shall not discriminate against any employee or applicant for employment because of physical or mental handicap in regard to any position for which the employee or applicant for employment is qualified. The District will take affirmative action to employ, advance in employment and otherwise treat qualified handicapped individuals without discrimination based upon their physical or mental handicap in all employment practices such as the following: employment, promotion, demotion, recruitment, layoff or termination, compensation and selection for training.

IMPLEMENTATION:

1. The District will review its personnel practices and policies to determine whether any discriminatory practices exist and move to correct all such practices.

2. Hiring decisions and/or offers of employment shall not be governed by unverified assumptions about an individual's willingness or ability to perform the job. All interviewing committees will be informed that it is the District's medical doctor, not the committee, who determines whether an applicant is physically or mentally able to do the job or whether he or she has a physical defect which would disqualify him/her from doing the job.

3. All District Classified and Certificated job vacancy announcements will be distributed to appropriate service organizations and vocational rehabilitation agencies. Contact will be maintained with these agencies for purposes of advice and technical assistance regarding problems and concerns of the handicapped.

4. The District will attempt to make a reasonable accommodation to the physical and mental limitations of employees and applicants. For example, improving access to the facilities and changing equipment.

5. All District minimum pre-employment physical requirements will be reviewed for their job relatedness.

6. Whenever a job related complaint of discrimination occurs, a discussion between the affected employee and the appropriate supervisor and department head will be held. During the
discussion an attempt will be made to resolve the issue on an informal basis. The District Affirmative Action Officer/Director of Personnel Services will, if requested, act in an advisory capacity. If the issue is not resolved at this level, the employee may use the established grievance procedures.
American Civil Liberties Union
P. O. Box 30645
Santa Barbara, CA 93105

American National Red Cross
2707 State Street
Santa Barbara, CA 93105

State Dept. of Vocational Rehabilitation
402 E. Carrillo Street
Santa Barbara, CA 93101

State Dept. of Industrial Relations
Apprenticeship Standards
411 E. Canon Perdido
Santa Barbara, CA 93101

Carpinteria Service Center
1025 Casitas Pass Road
Carpinteria, CA 93013

Family Service Agency
800 Santa Barbara Street
Santa Barbara, CA 93101

Filipino Community Association
425 State Street
Santa Barbara, CA 93101

NAACP
Center for Functional Living
Franklin Center
1136 E. Montecito Street
Santa Barbara, CA 93103

Col. H. Ben Walsh
Dir. of Cooperative Placement Program
Santa Barbara County
NAB Bldg
3868 State Street

Mexican-American Professional Men's Assn
320 N. Voluntario Street
Santa Barbara, CA 93103

Salvation Army
423 Chapala Street
Santa Barbara, CA 93101

Santa Barbara City Schools
720 Santa Barbara Street
Santa Barbara, CA 93101

Probation Department
1006 Anacapa Street
Santa Barbara, CA 93101

Welfare Department
117 E. Carrillo Street
Santa Barbara, CA 93101

University of California, Santa Barbara
Santa Barbara, CA 93106

Ms. Felicia Gonzales
Community Action Commission
735 State Street
Santa Barbara, CA 93101

Community Development Centers
5025 9th Street
Carpinteria, CA 93013

Drug Abuse Prevention Center
24 W. Arrellaga
Santa Barbara, CA 93101

Santa Barbara Mental Health Assn
2017 Chapala Street
Santa Barbara, CA 93105

Legal Aid Foundation
La Arcada Bldg
114 State Street, #17
Santa Barbara, CA 93101

El Concilio
c/o Abelino Bailon
Santa Barbara City College

La Casa de la Raza
601 E. Montecito Street
Santa Barbara, CA 93103

Association of Mexican-American Educators, c/o Blas Garza
Adams School
2701 Las Positas
Santa Barbara, CA 93105

Classified Personnel
Goleta Union School District
5689 Hollister Avenue
Goleta, CA 93107
American Indian Historical Society  
1451 Masonic Avenue  
San Francisco, CA 94117

Mary Alice Floyd  
Career Counseling for Women  
914 Santa Barbara Street  
Santa Barbara, CA 93101

Catholic Social Services  
609 E. Haley Street  
Santa Barbara, CA 93103

City Schools  
Attention: Glee Brun  
720 Santa Barbara Street  
Santa Barbara, CA 93101

Employment Development Dept.  
130 E. Ortega Street  
Santa Barbara, CA 93101

Personnel Department  
Santa Barbara City Hall  
Santa Barbara, CA 93101

Work Training Program  
609 E. Haley Street  
Santa Barbara, CA 93103

Snyder Business College  
4050 Calle Real  
Santa Barbara, CA 93110

Experience Unlimited  
c/o Dept. of Human Resources  
130 E. Ortega Street  
Santa Barbara, CA 93101

John Rash, Director, Personnel  
Santa Barbara County School Admin.  
4400 Cathedral Oaks Road  
Santa Barbara, CA 93101

UCSB - Personnel  
Santa Barbara, CA 93106

UCSB - Placement (2)  
Santa Barbara, CA 93106

Community Action Commission  
P. O. Box 1348  
Santa Barbara, CA 93102

Mrs. Lynn Van Houten  
Santa Barbara County Welfare  
117 E. Carrillo Street  
Santa Barbara, CA 93101

Mr. Merle Fox  
State Dept. of Vocational Rehabilitation  
402 E. Carrillo Street  
Santa Barbara, CA 93101

Community Relations  
City of Santa Barbara  
Santa Barbara, CA 93101

WIN Program  
130 E. Ortega Street  
Santa Barbara, CA 93101

Mrs. Maria York  
Community Free Employment Service  
La Casa de la Raza  
P. O. Box 1416  
Santa Barbara, CA 93103

National Alliance of Businessmen  
3868 State Street  
Santa Barbara, CA 93101

Santa Barbara National  
Organization of Women  
711 De La Vina Street, #4  
Santa Barbara, CA 93101
APPENDIX B—CERTIFICATED JOB ANNOUNCEMENT DISTRIBUTION LIST

Colleges and Universities:

All California Community Colleges to the following departments:

Black Studies Departments
Chicano Studies Departments
Deans of Instruction

All California State Colleges and Universities to the following departments:

Black Studies Department
Chicano Studies Department
Placement

Private Universities, such as Stanford, USC, Pomona, etc.:

Black Studies Department
Chicano Studies Department
Placement Office

Major Universities of Washington, Oregon, Arizona, New Mexico:

Black Studies Department
Chicano Studies Department
Placement

Agencies:

Jobs for Progress, Inc
c/o Ricardo Zazueta
9841 Airport Blvd.
Los Angeles, Ca 90045

Santa Barbara NOW
711 De La Vina Street #4
Santa Barbara, Ca 93101

La Raza Faculty Association
c/o Ray Reyes
Ventura Community College
Ventura, Ca 93003

Assn of Mexican-American Educators
Mr. Blas Garza, Director
Inter-Group Education
2701 Las Positas Road
Santa Barbara, Ca 93105

Emergency Comm. Aid to Latin American Scholars
New York University
24 Waverly Place, Room #566
New York, N.Y. 10003
ATTN: Ms. Alison McClure

Centro Cultural de la Raza
P.O. Box 8096
San Diego, Ca 92102

Tenaz Communications
Smily Rojas
c/o Teatro Campesino
P. O. Box 1274
San Juan Bautista, Ca 95045

Mrs. Mary Alice Floyd
Career Counselor
Continuing Education
914 Santa Barbara St.
Santa Barbara, Ca
El Concilio
C/o Abelino Bailon
Santa Barbara City College
Santa Barbara, Ca

Dr. Robert Forbes
Calif. State University
5151 State College Drive
Los Angeles, Ca 90032

Employment Development Department
130 E. Ortega St.
Santa Barbara, Ca. 93101

NAACP
Center for Functional Living
Franklin Center
1136 El Montecito St.
Santa Barbara, Ca 93101

La Casa De La Raza, Inc.
601 East Montecito St.
Santa Barbara, Ca 93109

El Congreso Nacional de Asuntos Colegiales
1 Dupont Circle, N.W.
Washington D.C. 20036

Affirmative Action/Financial Officer
Ventura Community College
Ventura, Ca 93003
APPENDIX C-CLASSIFIED EMPLOYMENT AUDIT REPORT
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASSIFIED EMPLOYMENT AUDIT REPORT

Please file this form with each recommended appointment when filling a permanent classified vacancy submitted to the Affirmative Action Officer/Director, Personnel Services.

1. Name of recommended applicant: ________________________________.

2. Title of opening: ________________________________.

3. Was the Office of Affirmative Action notified of this opening?  Yes  No.

   If the answer is "yes", please complete the following:
   a. Were copies of announcement sent to OAA?  Yes  No.
   b. How many different agencies were contacted?  __________

4. What other special efforts were made to solicit applicants?  ________________________________

5. How many submitted applications for this opening: ________________________________

   (List names of applicants on reverse side)

6. Among the submitted applications, please identify if possible:

   Male: ________________________________

   Female: ________________________________

    Oriental  Black  American Indian  Chicano*  Other

7. Was there a Screening Selection Committee used in the selection of applicants:  Yes  No.

   If answer is "yes", please complete the following:
   Indicate the make up of the Committee as to:
   a. Total number of members: ________________________________

   b. Male: ________________________________

   c. Female: ________________________________

    Oriental  Black  American Indian  Chicano*  Other

8. How many candidates were interviewed? ________________________________

   (List names of candidates on reverse side)

9. Please complete the following for those candidates interviewed:

   Male: ________________________________

   Female: ________________________________

    Oriental  Black  American Indian  Chicano*  Other

10. Chairman of Screening/Selecting Committee: (Name/Position) ________________________________

11. Signature, Department Head ________________________________ Date: ________________________________

*Includes Mexican-Americans and Spanish Surnamed Individuals.

TO BE COMPLETED BY EACH SCREENING/SELECTION COMMITTEE

(Over)
<table>
<thead>
<tr>
<th>Names of Persons Submitting Applications:</th>
<th>Names of Candidates Interviewed:</th>
</tr>
</thead>
</table>

(If more room is needed, attach additional sheet.)
APPENDIX D-SUB-CONTRACTOR CERTIFICATION REQUEST

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

Name

January 6, 1975

Firm

Address

City

Dear Mr./Mrs.

As your firm is well aware, Santa Barbara Community College District is an equal opportunity employer.

Pursuant to Executive Order 11246, as amended, you are advised that under the provisions of government contracting and in accordance with the Executive Orders, contractors and sub-contractors are obliged to provide equal employment opportunity without regard to race, color, national origin, age or sex.

In addition all contractors and sub-contractors must comply with the intent of the Equal Opportunity Clause of Executive Order 11246 and the provisions for certification of non-segregated facilities. Details of these provisions are contained in Title 41, Chapter 60-1, Obligation of Contractors and Sub-Contractors (attached). Please review the provision and complete the Certification Request as appropriate. As required by Executive Order 11246, if a firm is not willing or able to comply with provisions of the Executive Order, (as evidenced by signature of the Certification Request) it shall be denied the District's contract award.

Sincerely,

Assistant Superintendent, Business Services
SANTA BARBARA COMMUNITY COLLEGE CERTIFICATION REQUEST

a. Seller acknowledges receipt of the notice to prospective subcontractors of requirement for certification of non-segregated facilities and certifies does not certify compliance with that requirement.

b. Seller certifies does not certify intent to comply with the provisions of the Equal Opportunity Clause of Executive Order 11246.

Signature ______________________________________ Title _______________________

Firm Name ______________________________________

Date ______________________________________

Please return to:

Assistant Superintendent, Business Services
Santa Barbara Community College District