California Community Colleges  
Affirmative Action Office  
1238 "S" Street  
Sacramento, California 95814

September 15, 1980

TO: Dr. David Mertes  
District Chancellor/Superintendent  
Santa Barbara Community College  
District

FROM: Juana Barbarita  
Administrator for Affirmative Action Programs


To achieve fuller participation of the traditionally underrepresented groups in American society and especially in the employment area, the concepts of equal employment opportunity through affirmative action have been promulgated through laws and regulations at state and national levels. However, more than mere legal requirements are necessary to ensure the full participation of ethnic minorities, women, the disabled, older persons, and Vietnam-era veterans in California Community Colleges. Full understanding by all employees and the cooperative efforts as well as the commitment of all supervisory and administrative personnel is paramount to a successful program.

Pursuant to the requirements of the Administrative Code Title 5 regulations on affirmative action and Education Code Section 67100 et. al., evaluations of district employment affirmative action plans have been conducted. The attached evaluation form constitutes the standard used in the evaluation of your district plan and is intended to serve two purposes: (a) to provide guidance to districts in the development of a plan where only a policy exists and (b) to provide guidance in the finalization or revision of existing plans.

An updated plan incorporating the recommended revisions; a workforce analysis as of October 1, 1979; numerical goals by percentage and numbers for ethnic minorities and women; a plan to identify the causes of district underutilization where this exists; specific steps to eliminate the underutilization of ethnic minorities, women, the disabled, the older
person, and Vietnam-era veterans; and a procedure for resolving complaints based on alleged discrimination were to be included in the updated plan. Many district plans already include all of the basic elements. However, those district plans that do not contain all of the basic elements need to continue working toward development of a complete district affirmative action plan which has the approval of the local governing board.

All data required by this evaluation letter must be received in the Office of the Administrator for Affirmative Action Programs by December 1, 1980 in order to be included in the next evaluation meeting. This will be the first of two evaluations to be conducted during 1980-81.

The sections checked "no compliance" must be revised, approved by the local governing board, and forwarded to my office by December 1, 1980 or by the spring deadline of April 10, 1981.

An updating report to the Legislature will be prepared after the second evaluation for 1980-81 is conducted in the spring.

Approved: ____________________

Gerald Hayward
Chancellor
COMPONENT 1: Policy Statement

1. The Affirmative Action Plan (AAP), must include a statement from the chief executive or district governing board as to their commitment and the district's commitment to equal employment (EEO) and affirmative action. The statement must be more than a neutral policy; it must be a positive, action-based statement in which the chief executive assigns (or is assigned) overall responsibility and accountability for the program.

2. It must state specifically that the community college district will make all employment decisions (in hiring, firing, compensation, terms and benefits of employment, etc.) without regard to race, color, religion, sex, national origin, age or marital status. Making a reasonable accommodation for handicaps should also be stated as a policy.

References: Revised Order 4, Section 60-2.13(a) and Section 60-2.20(a) (1)-(4). Suggested in most other AAP guidelines. Fair Employment Practices Act as amended 1978.

COMPONENT 2: Dissemination of Policy

1. The AAP should set forth the specific procedures for publicizing and disseminating the AAP.

2. The procedures should provide for:
   a. internal dissemination describing the process for dissemination;
b. external dissemination describing the process for dissemination to professional and community groups, i.e., NAACP, LULAC, Commission on the Status of Women, etc. **

References:  Revised Order 4, Section 60-2.13(b) and Section 60-2.21(a)

COMPONENT 3:  Responsibility for Implementation

1. a. The AAP should designate the office responsible for the overall implementation of the Plan.

b. It should include a listing of the major affirmative action responsibilities assigned to this office.

c. It should assure that this office will be given the necessary support to carry out its responsibilities (e.g., direct reporting responsibility to the chief executive, fulltime Affirmative Action Officer assignment, fulltime clerical support staff, top level directive to all administrative personnel mandating support for the affirmative action program).

**The mailing list of all professional and community groups used for external dissemination of the affirmative action policy, program, and job announcements must be kept in your files.
Compliance
Yes No

2. a. The AAP shall provide for the establishment of a district affirmative action advisory committee.

X Yes No

b. The composition of the affirmative action advisory committee should provide for wide representation.

COMPONENT 4: Work Force Analysis

X Yes No

1. The AAP includes the required workforce analysis by job categories, department groupings, and job titles.

X Yes No

2. The AAP workforce analysis meets the Administrative Code, Title 5 regulations and guidelines.

Districts that did not submit the required workforce analysis information on forms AAP F1-F3 have until December 1, 1980, to submit the information.

References: Revised Order 4, Section 60-2.11(a)(b)
OFCCP's* Technical Guidance Memo No. 1
Section 17, Uniform Guidelines on Employee Selection Procedures (1978); 43 FR 166 (August 25, 1978)
California Community College Affirmative Action Regulations and Guidelines.

COMPONENT 5: Internal Audit and Reporting System

X Yes No

1. This component should include a specification of how the affirmative action program will be monitored.
COMPONENT 6: Discrimination Complaint Procedure

1. The AAP provides a procedure for resolving complaints based on alleged discrimination because of race, color, religion, sex, national origin, age, marital status, or handicap.

COMPONENT 7: Miscellaneous

COMPONENT 8: Goals and Timetables

1. The AAP includes employment goals and timetables (by percent and number).

2. The AAP goals and timetables are displayed by job categories and departments and/or departmental groupings.

Districts that did not submit the required goals and timetables information on the required forms have until December 1, 1980, to submit the information.
Compliance
Yes No

3. District goals for professional classes (executive, faculty, and professional non-faculty) equal or exceed the recommended 1970 state workforce availability statistics, or if lower than the state workforce statistics, the justification is acceptable. (If this section is marked "not in compliance", then your district must provide acceptable justification for your choice of statistics by December 1, 1980.)

4. All columns on the recommended goals and timetables sheet were completed. (If you did not fill in all columns, then you need to resubmit the goals sheet based on anticipated turn-over, viz., attrition, retirements, contraction or expansion of district workforce by December 1, 1980.

*Office of Federal Contract Compliance programs

Federal Contractors Note: If your district is a Federal Contractor, additional requirements may be mandated under Presidential Executive Order 11246, as amended by Order 11375.