

# Staff Equity Hiring Plan

## 1. Dialogue

Create an on-going intellectual campus-wide training agenda on the topic of equity as it relates to our students and staff. The purpose of which is to educate staff and inspire the leader in everyone to move progressively toward an equitable and inclusive environment for applicants and staff which promotes the success of our students.

Objective	Potential Resources	Milestones	Cost	Timeline	Person/Office Responsible
<b>1. Train a cadre of administrators and faculty to build institutional capacity for equity and excellence</b>	a. Summer Institute for Intercultural Communication, Portland, Oregon	Support attendance of: 2 administrators 5 faculty	Registration/ Flights	Each summer	Professional Development Program
	b. <b>AACU Conference:</b> Diversity, Learning, and Inclusive Excellence: Accelerating and Assessing Progress		\$10,000 25 attend	Fall 08	Faculty & Staff Diversity Task Force
<b>2. Move the topic of diversity from the margin to the center of the institution</b>	a. Dr. Daryl G. Smith, Claremont Graduate University Troy Duster, Dean, UC Berkeley Dr. Karranga, CSULB Tim Wise, Author Harry Pachon, Professor, USC Tomas Rivera Policy Institute; MALDEF Diversity Works, Inc.	All faculty and staff	\$7,000	1. College Day Fall 2008 2. On-going workshops	Professional Development Program
	b. Develop presentation on the College's diversity initiative	Submit workshop Proposal to AACU		Deadline: March 13, 2008	Faculty & Staff Diversity Task Force

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<b>3. Focus institutional efforts on creating on-going, effective and sustainable change</b>	<ol style="list-style-type: none"> <li>In-house experts</li> <li>Summer Institute for Intercultural Communication participants</li> </ol>	<ol style="list-style-type: none"> <li>Train the leadership: faculty and management</li> <li>Train each faculty selection committee</li> <li>Train department Chairs</li> <li>Train new faculty</li> </ol>		Spring 2008	Professional Development Program/Human Resources; Faculty Professional Development
<b>4. Enhance current faculty Equal Employment Opportunity training program to ensure equity in the selection process</b>	<ol style="list-style-type: none"> <li>Title 5, 53003(c) (4)</li> <li>State and federal non-discrimination laws</li> </ol>	<p>Each academic selection committee is in-serviced prior to meeting as a committee</p> <p>Include V.P.</p>		Each academic hiring process	Human Resources Manager-Academic
<b>5. Conduct in-servicing on: 1) student demographics/needs; 2) hiring criteria vis a vis our student needs; and 3) LBCC staff diversity statistics</b>		<p>Management</p> <p>Deans</p> <p>Faculty</p> <p>Department Heads</p> <p>Classified Staff</p>		Spring 08	Human Resources; Institutional Effectiveness

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<b>6. In-service new faculty</b>	Orientation to include the following topics: 1.a.) student demographics/needs; 1.b.) hiring criteria; and 1.c.) LBCC staff diversity statistics 2.) Create multicultural education seminars	Invite new/all faculty		Fall 08	Faculty Professional Development; Human Resources/Professional Development Program
<b>7. Hiring Priorities Process: Create job description criteria that evaluates the candidate's ability to effectively address the College's student body and their needs.</b>	Department Heads/faculty	Institute as part of the Hiring Priorities process in the development of the job description		Spring 08	
<b>8. Develop "Tips to Apply" on the Human Resources job applicant web-site</b>				Spring 08 - Classified	Associate Vice President, Human Resources; Director, Classified Personnel
<b>9. Develop an applicant training and materials workshop for both academic and classified recruitments</b>		1. On campus 2. Develop CD 3. Video stream CD on college website	\$1500	Classified: bi-annually Academic: annually, each spring	Associate Vice President, Human Resources; Director, Classified Personnel

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# Staff Equity Hiring Plan

## 2. Recruitment

Conduct broad based outreach to ensure equitable recruitment practices in support of appropriately diverse pools of applicants.

Objective	Necessary Resources	Milestones	Cost	Timeline	Person/Office Responsible
1. Develop a faculty internship program in conjunction with the CSUs and UCs as well as USC	CSULB, CSUDH, CSULA, CSUF, UCLA, USC		<ul style="list-style-type: none"> <li>\$13,000/yr. faculty stipends</li> <li>1300 acct.. hourly intern rates</li> </ul>	Fall 08	HR Manager - Academic
2. Recruit for part-time faculty from graduate programs.	CSULB, CSUDH, CSULA, CSUF, UCLA, USC, etc.				HR Manager - Academic
3. Develop recruitment brochure for prospective faculty for LBCC, "Teaching Opportunities at LBCC"		Distribute at local colleges and universities, targeted conferences			HR Manager - Academic
4. Develop reference checking criteria to include applicants experience with diverse student populations	<ul style="list-style-type: none"> <li>Liebert, Cassidy, Whitmore</li> <li>Human Resources</li> </ul>	<ol style="list-style-type: none"> <li>Establish a task force to develop criteria</li> <li>Revise reference checking form</li> <li>Provide training to selection committees</li> </ol>	\$1,000	Spring 08	Human Resources
5. Create job web links with other organizations such as Telemundo, KFWB, LA Times, Asia America/UCLA.			None	On-going	HR Manager - Academic
6. Launch an outreach campaign to neighboring communities to increase classified applicant pools	Create necessary materials	Local career fairs		Spring 08	Director, Classified Personnel

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<b>7. Conduct meeting with hiring Department Head/Dean to solicit recommendations for more inclusive outreach efforts</b>			N/A	Each departmental hire	HR Manager - Academic
<b>8. Conduct recruitment at focused conferences and job fairs for faculty applicants</b>	1. Community College Registry Job Fair 2. Others		\$10,000/yr	Annually	HR Manager – Academic; Deans; appropriate department faculty

# Staff Equity Hiring Plan

## 3. Policy and Procedures

Review and revise Board policies and administrative regulations to ensure adherence to legal requirements and contemporary practices which foster equitable hiring practices.

Objective	Necessary Resources	Milestones	Cost	Timeline	Person/Office Responsible
1. Review Board Policy/Administrative Regulation/Board Policy on Hiring Temporary Faculty	Board Policy/Administrative Regulation 3013	Create draft		Spring 08	Human Resources
2. Review Board Policy/Administrative Regulation 3012 Hiring Contract/Regular Faculty	Board Policy/Administrative Regulation 3012	Create draft		Spring 08	Human Resources
3. Review Board Policy/Administrative Regulation 3001, Affirmative Action	Board Policy/Administrative Regulation 3001	Create draft		Fall 08	Human Resources
4. Review Board Policy/Administrative Regulation 3002, Allegations of Unlawful Discrimination	Board Policy/Administrative Regulation 3002	Create draft		Fall 08	Human Resources
5. Review Board Policy/Administrative Regulation 3003, Academic Administrative Hiring	Board Policy/Administrative Regulation 3003	Create draft		Fall 08	Human Resources
6. Re-institute The Faculty and Staff Diversity Committee (Per AR: 3001	Broad based constituent participation		None	Spring 08	Human Resources