

IMMEDIATE NEED REQUEST
2018-19

*Approved in Cabinet 10/09/18
Bill Smoggi*



| | | | |
|--|------------------|---------------------------------|--|
| Requested by: (Unit, Department, Division or Vice President) | | | |
| | | Date to VP: | |
| Location | (Fill-in) | Reviewed By (Signature): | |
| Department or Unit: | Human Resources | Date to Cabinet: 10/2/2018 | |
| Division: | | Outcome: | |
| Vice President: | | | |

| Budget Request(s) (List in Priority Order) | Justification for Request(s) <i>An "Immediate Need" is a shortfall in funding that, unless funded immediately, could cause a program to cease to function.</i> | Funds Requested ** | | | Funding |
|---|---|--------------------|----------|---------|----------|
| | | Amount | One-time | Ongoing | Approved |
| 1. | Campus Equity for Faculty Hiring (see attached Executive Summary for details). | 100,000.00 | X | | |
| Account Number(s): | | | | | |
| 2. | | | | | |
| Account Number(s): | | | | | |
| 3. | | | | | |
| Account Number(s): | | | | | |

** Please provide documentation to support the amount requested, such as price quotes from vendor, copy of catalog, etc. Also, include any ancillary costs, such as maintenance, annual software upgrades, etc.

Executive Summary

1.1 Equity Committee

The team dedicated to delivering this effort includes:

| Name | Title |
|-----------------|---------------------------------------|
| Sokha Song | Director, EEO Programs |
| Joumana McGowan | Associate Vice President, Instruction |
| Antoine Thomas | Professor, Counseling |
| Joan Sholars | Faculty Association Vice President |
| Lina Soto | Counselor, Counseling and Guidance |
| Gary Enke | Professor, English |
| Jimmy Tamayo | Department Chair, Mathematics |

1.2 Objectives and Deliverables

To provide equal employment opportunity in recruitment, hiring policies, and practices pursuant to the applicable Title 5 regulations (Section 53000 et. seq.), and to reflect the District's commitment to diversity. The Committee will attend training to ensure the job postings foster equity and excellence, provide more training opportunities for employees serving on a hiring committee, and will offer more attractive resources to increase candidate's interest in applying at Mt. San Antonio Community College.

The Equity Committee will attend Center for Urban Education Training to ensure the job posting brochures meet equity strategies to foster greater equity and excellence.

The Equity Committee will provide a speaker and/or training on "Unconscious Bias" and "Equal Employment Opportunity (EEO) Hiring Process" for all committee members serving on faculty and other hiring committees. Ensure that these trainings count towards Faculty Professional Development, for faculty members that attend.

The Equity Committee will increase the quality of job posting brochures, including lamination, to make them more attractive to potential applicants. The committee will also provide campus tours to all faculty applicants to increase hospitality and promote more interest in the College.

The Equity Committee will offer fully paid reimbursement for any necessary traveling expenses to and from the College who travel more than 150 miles one way from their residence to the College. Reimbursable expenses will be allowed in accordance with AP 7123 – Applicant Travel Reimbursement, with the exception of the \$500 limitation

The Campus Equity and Diversity Committee will revise the current EEO Plan, as revisions are due this year.

Executive Summary

1.3 Timeline

October 2018 – Revise job-posting brochures through the Equity Committee for 2019 faculty hires.

November 2018 – Work with Academic Senate to review job-posting brochures and revise as necessary.

December 2018 – Post faculty offerings.

January – March 2019 – Attend various job and career fairs and trainings, in the South, South-West, South-East, and other areas primarily targeting Historical Black Colleges and/or Universities, Latino's and Asians

November 2018 – July 2019 – Hire hourly Human Resources Technicians to track advertising sites, in an effort to ensure appropriate diversity numbers, and work directly with the Department Deans and Co-chairs in the areas with available positions.

March – June 2019 – Attend other diversity training offerings, such as National Conference on Race and Ethnicity (NCORE) and Asian Pacific Americans in Higher Education (APAHE) to attract diverse pool of applicant.