

LONG BEACH CITY COLLEGE
YEAR IN REVIEW



2018-2019

DIVERSITY & INCLUSION INITIATIVES



WELCOME MESSAGE

On behalf of Long Beach City College's Human Resources Department, I am proud to present to you the 2019 – 2020 Diversity and Inclusion

Initiatives report. Long Beach City College believes that our diversity amongst our students, faculty, and staff, and our commitment to increasing diversity and inclusivity is one of our strengths. Toward this end, consorted time and effort by the College is dedicated to promoting an inclusive educational and employment environment. This report highlights some of the diversity efforts and initiatives by the College in furtherance of this goal and our commitment.

Some of the highlights of this report include:

- Highlights from our featured on-campus inclusion initiatives, such as the Awareness and Inclusivity workshop series.
- Information and trainings on increasing inclusivity and diversity awareness and ways to provide outreach and support, such as the LGBTQ+ SafeZone & Ally Training. To ensure this information was shared as widely as possible, the College was able to open up this opportunity to all LBCC staff, faculty, administration, and students. Participants discussed issues such as LGBTQ+ Identity Development and Sexual Orientation, Gender Identity and Expression, and Inclusive Language.
- The process for updating our EEO Plan.
- Effort to eliminate barriers to access.

I truly hope you find this report useful and informative.

Sincerely,

Gene Durand
Vice President, Human Resources
Long Beach City College

BOARD OF TRUSTEES



VIVIAN MALAUULU
President, Area 2



UDUAK-JOE NTUK
Vice President, Area 1



DR. VIRGINIA BAXTER
Member, Area 5



DOUGLAS W. OTTO
Member, Area 4



SUNNY ZIA
Member, Area 3

CONTENTS

Introduction..... 3

Highlighted On-Campus
Inclusion Initiatives 4

Highlighted Recruitment
& Outreach Initiatives..... 6

Academic..... 6

Classified..... 7



INTRODUCTION

The Long Beach City College (LBCC) is committed to the principles of equal opportunity, diversity, and inclusion. Moreover, LBCC is committed to putting these principles into practice. Toward this end, the College strives to foster an environment that is welcoming to all individuals, and provides an inclusive educational and employment environment.

In an effort to highlight the continuous effort and ongoing commitment of the College to a more diverse and inclusive campus and workforce, a summary of initiatives, taken by Human Resources, and the Faculty & Staff Diversity Committee, during the 2018-2019 year, have been outlined. From this Year in Review Report, you will see the many workshops and outreach activities that were organized to increase diversity within our employee ranks, and provide an inclusive learning environment for our students, faculty and staff here at Long Beach City College.

HIGHLIGHTED ON-CAMPUS INCLUSION INITIATIVES

2018-2019 AWARENESS & INCLUSIVITY SERIES

The Faculty & Staff Diversity Committee partnered with Human Resources, LBCCFA, LBCC/AFT/AFL-CIO for a series of three workshops that were offered to LBCC staff, faculty, administration, and students. Topics covered included Implicit Biases & Stereotypes, Spoken Word & Gender Language, and Cultural Sensitivity. These presentations were well-received and well-attended. Some of the feedback included:

"Excellent! One of the best training opportunities!"

"One of the better presentations and workshops held! I believe this is something I can use and plan to use."

LGBTQ+ SAFEZONE & ALLY TRAINING

The Faculty & Staff Diversity Committee also partnered with Human Resources, LBCCFA, LBCC/AFT/AFL-CIO, Student Affairs, & Lead Team PRIDE for three presentations that were offered to LBCC staff, faculty, administration, and students. More than 200 attendees discussed issues including LGBTQ+ Identity Development & Sexual Orientation, Gender Identity and Expression & Inclusive Language, and the LGBTQ+ Community & Improving Inclusion & Equity on Campus. Presentation discussions were positive and thoughtful. Attendees appreciated this opportunity to learn and help contribute to a more informed and inclusive environment:

"Awesome workshop series!"

"Safe Zone Training provided guidance and extremely helpful updates I was naive to."

EEO (EQUAL EMPLOYMENT OPPORTUNITY) PLAN REVISED & UPDATED

The College EEO Plan serves to inform and guide the District in its commitment to inclusion and diversity. The Plan is divided into 16 parts, addressing topics relevant to diversity and inclusion thereby providing for a comprehensive Equal Employment Opportunity Program for the College. The updated EEO Plan was developed through the shared governance process, soliciting input from faculty, classified staff, and administration, in addition to the Academic Senate, Classified Senate, and the College Planning Committee. Updating the Plan took approximately eight months of planning and work. The newly revised and updated Plan is now publically available to all, which can be found on the Equal Employment Opportunity website at www.LBCC.edu/Equal-Employment-Opportunity.

FACULTY & STAFF DIVERSITY COMMITTEE ACCOMPLISHMENTS

During the 2018-2019 year, the Committee set and successfully carried out several goals for itself, including:

- Strengthening partnerships with the faculty and classified unions.
- Updating and revising the College's Equal Employment Opportunity Plan. The Plan was ultimately approved by the Long Beach Community College District Board of Trustees on June 26, 2019.
- Increasing partnerships and collaboration initiatives throughout the College in facilitating events that further diversity and inclusiveness.

ADMINISTRATIVE REGULATION 5021

- As a result of months of hard work, a new regulation was established outlining the process on academic accessibility for students with disabilities.

INITIATIVES TO FOSTER A DIVERSE & INCLUSIVE ENVIRONMENT & ELIMINATE BARRIERS TO ACCESS

The initiatives outlined below were actionable steps taken to further the College's commitment to fostering an inclusive and welcoming environment to everyone, to ensure all individuals have equal access to its programs and activities. These efforts include:

- Human Resources partnering with Public Affairs and Marketing, Disabled Students Programs and Services (DSPS), and Business Support Services to increase awareness among faculty and staff regarding accessibility, communication accessibility and video captioning. Several communications went out throughout the year, on this topic, including email communications and the College e-newsletter. Some of the newly developed procedures and protocols included:
 - Establishing a communication and process to send out information biannually to all faculty and staff to ensure that College events are accessible to all.
 - Adding standard accessibility language to the video monitors at each campus.
 - Establishing a standardized disability accommodation language and process to make such requests on College event flyers.
 - Establishing a standardized process for accommodations and requests for interpreters at College events.
- The Human Resources webpage was updated to ensure individuals were aware of resources offered by the College and who to contact for further support and inquiries. Updates include who to contact for disability concerns and/or accommodation requests, LGBTQ+ concerns and issues, discrimination concerns and complaints, and equal employment opportunities, and general concerns or questions regarding compliance.
- Streamlined the accommodation request process. Previously, prior to engaging in the interactive and disability accommodation process, the College required individuals to fill out an ADA Request Form. Upon audit of this process, it was determined the form was an unnecessary barrier to access, as there are multiple equally proficient ways to communicate this information. This form was eliminated to ensure ease of access and communication in assisting, and serving this population.

HIGHLIGHTED RECRUITMENT & OUTREACH INITIATIVES

Both academic and classified recruitment and outreach have expanded efforts to increase diversity and inclusiveness and continue to do so. Outlined below are some of the highlighted initiatives undertaken during the 2018-2019 year, designed to foster greater diversity.

ACADEMIC

IMPROVE YOUR MARKETABILITY EVENT

To reach the widest applicant faculty pool possible and serve as a resource for interested individuals, a community outreach event entitled "Improve Your Marketability" was hosted by the College on February 2, 2019. The goal was to assist interested individuals with the application process for the College's full- and part-time faculty positions. This event provided resources and tools on understanding the application process, and how to submit a successful and stand-out application packet. Representatives from the different schools spoke about their area and what the College is looking for in a successful applicant. Human Resources offered one-on-one application counseling and provided resources and tools to demystify, and make more accessible, the application process.

JOB FAIR FOR FACULTY – CALIFORNIA COMMUNITY COLLEGES REGISTRY

The College participated in and was well-represented at the California Community Colleges Registry Job Fair for Faculty on January 26, 2019. A total of 177 job fair attendees expressed interest in working for the College. Attendees were provided with an opportunity to interact with the deans, along with the staff from Human Resources, and were provided with application tools and resources.

CONVICTION QUESTION ELIMINATED

In years past, the College inquired as to applicants' conviction history. Throughout research it was determined that this was creating an inappropriate barrier to employment accessibility and consideration. Accordingly, this question was eliminated from the application process. The College can proudly claim its role as a field leader in this capacity, as this initiative was undertaken and implemented prior to this becoming a state-wide initiative and effort. This question can be used to unnecessarily screen individuals out of the application and hiring process if answered incorrectly. By eliminating this question, this process of excluding some otherwise qualified applicants from consideration has been eliminated.

MORE EFFICIENT AND IMPACTFUL JOB POSTINGS

Academic job postings were audited and revised to enhance their overall impactful and visual appeal. Toward this end, redundant information was eliminated, high-impact language is now included describing the position, the College, LBCC's mission, and LBCC's student population. Additionally, the College's diversity statement is now included on all job postings.

STREAMLINING THE RECRUITMENT PROCESS

The application steps and process to academic administrator positions was reviewed and audited with the goal of eliminating unnecessary barriers and making this process as streamlined and impactful as possible. In working toward this goal, LBCC eliminated application and testing hurdles so only the most critical and necessary steps are included. This ensures that qualified candidates are not unnecessarily excluded from the process or consideration. One innovative step that was taken was simplification of the application document itself. To date, rather than redundantly filling out an application and submitting a resume with the same information, applicants now only submit a resume. The interview process itself was also condensed by cutting down on the amount of time for the interviews and simplifying the interview questions.

CLASSIFIED

RECRUITMENTS AND SELECTION PROCESSES

For the classified positions, there was a number of actions taken to increase the pool of candidates. These actions included:

- Reducing the number of written exams, questions per written exam, and time frame per written exam. Additionally, LBCC increased the use of performance based testing, situational interviews, and scored application screening.
- Training interview panel members on diversity and bias awareness.
- LBCC increased its presence at a number of regional job fairs that serves underrepresented populations such as the City of Long Beach, CalJobs/Employment Development Department and working with LBCC's CalWorks program.
- Updating LBCC's job postings to include LBCC's Diversity Statement and equity minded language.
- Researching print publications that serve a diverse community and increased advertisements in publications that service a diverse population of applicants.
- Human Resources strategically assessed which positions were high-priority recruitments in order to start the process as quickly as possible. This led to early entry into the market. Additionally, applicants were informed in advance on exam subject areas.
- Endeavoring to be a more candidate-friendly process by allowing candidates to submit unofficial transcripts during recruitment process, adding clarifying application questions, and requiring less supplemental responses.

CAREER EVENTS

The Human Resources department hosted a career development event for local community members and Long Beach City College alumni on April 27, 2019. This inaugural event focused on explaining LBCC's classified recruitment process and demystifying the merit system. Managers from various LBCC departments were available for questions and hiring tips. This event was advertised both internally and externally through several diverse community groups such as NAACP, United Cambodian Community, the Long Beach LGBTQ+ Center, EDD Office, Centro CHA, Filipino Migrant Center, and the Women's Shelter of Long Beach.





LONG BEACH
CITY COLLEGE

www.LBCC.edu/human-resources