



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS
Plan Year January 1, 2005 – December 31, 2005
2005 AFFIRMATIVE ACTION PLAN

Introduction

California State University Channel Islands is the newest of the California State University Campuses. It was established in 1998 with the conveyance of the property, 675 acres, from the State of California. The campus opened in fall of 2002 and currently has an enrollment of 2000 students. The campus offers current academic degrees in business, mathematics, computer science, environmental science and resource management, liberal studies, teaching credential, English, fine art, anthropology, chemistry, biology, economics, history, psychology, Master's Chemistry and Master's in Bioinformatics.

The University's Affirmative Action Plan (AAP) was originally written in December 1999 to comply with Executive Order 11246, as amended, and is updated annually. The Associate Vice President, Human Resources Programs is compliance officer for the employment provisions of equal employment opportunity statutes, orders and regulations.

Scope and Application

The California State University Channel Islands Affirmative Action Plan serves as a working document for reporting on personnel actions for all employees and informing the campus and local communities of programs and procedures undertaken by the campus to ensure equal employment opportunity in accordance with University policy and applicable Federal and State laws and regulations. Each employee of California State University Channel Islands is included in the AAP within the reporting year. All employees are located at the campus site in Camarillo, California. The AAP describes various responsibilities required by Federal Law. The Affirmative Action Programs for Individuals with Disabilities and Covered Veterans is also included.

Federal affirmative action requirements and University policy stipulate that the AAP be evaluated, monitored, and updated annually. Progress is to be assessed, deficiencies to be identified which will strive to accomplish goals and objectives outlined.

RESPONSIBILITY FOR IMPLEMENTATION

The President of California State University Channel Islands is responsible for the implementation and administration of the AAP. As the chief administrator of the AAP, the President has delegated to the Vice Presidents, Department Heads, Managers and Supervisors the authority and responsibility for carrying out this plan at each corresponding level. Each of these individuals is expected to commit himself/herself to the AAP's success.

As specified in the Equal Employment Opportunity/Affirmative Action Statement, the Affirmative Action Officer (AAO), the Associate Vice President, Human Resources Programs, is charged with the administrative responsibility for ensuring compliance in both faculty and non-faculty employment activities. In fulfilling these responsibilities, the AAO will:

1. Serve as liaison between CSUCI and The Office of the Chancellor, California State University, and between CSUCI and outside regulatory/enforcement agencies;
2. Prepare the annual AAP;
3. Disseminate AAP statement to all employees annually.

Individuals with Disabilities, Special Disabled Veterans and other covered Veterans

Policy and Commitment

CSU Channel Islands is committed to a discrimination-free workplace; it neither condones nor tolerates practices that discriminate against any person employed or seeking employment on the basis of race, color, religion, marital status, national origin, ancestry, sex, sexual orientation, physical or mental disability, medical condition (cancer-related, as defined in Section 12935 of the California Government Code), status as a Veteran or special disabled veteran.

The goal of CSU Channel Islands' AAP is to have a workforce that includes qualified disabled individuals, special disabled veterans and other covered Veterans.

The President of CSU Channel Islands requires that the spirit, as well as the letter of equal employment opportunity/affirmative action, be carried out to comply with Executive Order 11246 (as amended), applicable parts of Chapter 60 of Title 41 Code of Federal Regulations, Sections 503 and 504 of the Rehabilitation Act of 1973, the 1990 Americans with Disabilities Act , (ADA), Section 402 of the Vietnam-Era Veterans Readjustment Assistance Act of 1974, and CSU Channel Islands' policy.

REPORTING AND INTERNAL AUDITING SYSTEMS

California State University Channel Islands established a reporting and auditing system, which provides for:

- Maintaining and monitoring accurate and up-to-date records on all new hires, promotions, transfers and terminations by race and gender to be certain that all employees are treated fairly and equitably.
- Reviewing all selection, promotional and training procedures to ensure that they are non-discriminatory.
- Informing the President and Vice Presidents, on a regular basis, of the effectiveness of the policy and recommendations for improvement, if any.

As part of an ongoing audit process, California State University Channel Islands has conducted a thorough analysis of the following personnel matters for the 12-month period January 1, 2005 through December 31, 2005:

- The composition of the workforce by underrepresented group status and gender;
- The composition of applicant flow by under-represented group status and gender;
- The total recruitment process, including position and classification descriptions, job titles, pay scales, advertisements and announcements, application forms, interview procedures, test administration and validity (if applicable), referral procedures and the final selection process;
- Transfer and promotion practices;
- Access to facilities;
- University-sponsored events and special programs;
- University training programs, both formal and informal;
- Workforce attitude; and
- The technical phases of compliance, such as retention of applications, notification to subcontractors, etc.

IDENTIFICATION OF PROBLEM AREAS

Based upon the considerations mentioned above, problem areas were identified in the composition of the workforce by under-represented group status and gender. The problem area is as follows:

- 1. Executive Administrative and Managerial - *Placement goals of 3 women have been established***

DEVELOPMENT AND EXECUTION OF ACTION-ORIENTED PROGRAMS

To ensure all hiring decisions are based on objective, job-related criteria and all applicants are treated equitably, the establishment of consistent procedures in posting and filling position vacancies is paramount. One of the steps in the hiring procedure requires that the Associate Vice President, Human Resources Programs for Staff and the Associate Vice President, Faculty Affairs or their designee, review all applicants' qualifications with the hiring supervisor, prior to the extension of any job offer, for both faculty and non-faculty position openings. In this way, the applicant pool is closely reviewed to see if qualified individuals have both applied and been referred.

The measures to support affirmative action compliance are as follows:

1. All position descriptions are reviewed by Human Resources Programs personnel to ensure they accurately reflect position functions and are consistent for the same position from one department to another. Each position description is reviewed when a vacancy occurs, and many are updated before the position is posted. In this way, accurate, up-to-date information is reflected in both the requisition/advertisement and the position description, and department heads and supervisors become fully involved in all aspects of the recruitment, screening, selection and promotion process.
2. When new positions are established or existing positions are reclassified, job requirements are reviewed to ensure academic qualifications or credentials, experience, physical and skills requirements in themselves do not constitute inadvertent discrimination. In this regard, special attention is given to education and experience requirements, as well as necessary skills, to ensure that all information included in the job posting is essential.
4. Vacant positions may be advertised with the following organizations or publications to encourage under-represented and female applicants:

- a. Ventura County Star
 - b. The Los Angeles Times
 - c. The Chronicle of Higher Education
 - d. State EDD – CalJobs.com
 - e. Higher Education Jobs. Com
 - f. Dice.com
 - g. Community Outreach Recruitment Sources
 - h. American Association of University Women
 - i. Monster.com
5. Broad-based search committees are used in order to target diverse viewpoints.
6. A current employment listing is posted on the CSUCI on-line recruitment web site as well as through the CSU Chancellor's Office systemwide site. While all CSUCI employees have access to the web site, this notification listing ensures that CSUCI employees, including under-represented groups and women, are made aware of job openings and have the opportunity, through the University's promotion/transfer process, to apply for better paying positions.
7. All employees are informed of and actively encouraged to participate in the University's social, cultural, and recreational activities.