



Diversity and Inclusion Plan

2019 Update

2016 – 2018 Plan



JOLIET
JUNIOR COLLEGE

— 1901 —

TABLE OF CONTENTS

I	President’s Statement on Diversity and Inclusion	1
II	Introduction	2
III	Diversity and Inclusion Defined	3
IV	President’s Diversity and Inclusion Council	3
V	College Mission, Vision & Core Values	4
VI	Communication and Dissemination of Diversity and Inclusion Plan	5
VII	Responsibilities for Implementation	7
	A. President’s Diversity and Inclusion Council	7
	B. President’s Cabinet	7
	C. Management	8
	D. Human Resources Department	9
VIII.	Demographics and JJC Student Population	10
	Multiple Barriers to Student Persistence	10
	Student Retention Rates	10
IX	Institutional Strategic Enrollment Management Plan	11
X	Fall 2018 Workforce Utilization Analysis Report, Summary & Action Plans	11
XI	College-wide Action Plan	25
XII	Progress	27
XIII	Board of Trustees Policy Statements	28
XIV	Contact Information	29

I. President's Statement on Diversity and Inclusion



Dear campus community,

As we kick off our 118th year as the nation's first public community college, we continue to celebrate our proud history of innovation, advancement, and inclusion in higher education. What is critical to our success is a shared vision that Joliet Junior College is an institution that remains affordable, accessible, and welcoming to all, a foundational principle of the community college movement.

This foundation provides the framework for our seven Core Values, one of which advocates respect and inclusion for every individual by demonstrating courtesy and civility in every interaction and endeavor. This value also emphasizes our pledge to promote and recognize the diverse strengths of our employees and students, and to value and celebrate the unique attributes, characteristics, and perspectives of all.

Nurturing a culture of inclusion, as well as assessing areas of strength and opportunity, are the primary goals of this diversity plan. Moreover, this plan underscores the critical connection between a culture of inclusion and student success. Led by the President's Diversity and Inclusion Council, this plan formalizes our efforts to foster inclusive practices across the institution. It also builds on years of diversity initiatives that have been institutional priorities regardless of legislative mandate or compliance measures.

Throughout the duration of the 2016-2018 Diversity and Inclusion Plan, the college made great strides to engage the campus community and build awareness of this college priority. We hosted the Black Teen Leadership Summit, Diversity and Inclusion Symposium, and Diversity and Inclusion Training, which provided specific development opportunities and education to help grow our efforts across campus. While JJC has made great strides over the past two years, we continue to strive for excellence through consistent review and assessment of this plan.

The priorities in the 2018-2020 plan will focus on:

- conducting a diversity climate survey/needs assessment;
- establishing professional development opportunities centered around diversity and inclusion topics and awareness on cultural sensitivity;
- developing measurement criteria to evaluate diversity and inclusivity progress throughout the college;

This is a living document, a roadmap that will continuously guide our conversations and help us achieve the goals we set out to accomplish. I look forward to sharing this journey with you, collectively strengthening JJC's values of respect and inclusion for our students and employees now and in the future.

Sincerely,

A handwritten signature in black ink, appearing to read "Judy Mitchell". The signature is fluid and cursive, written over a light-colored background.

Dr. Judy Mitchell
President
Joliet Junior College

II. Introduction

As have most other U.S. community colleges, JJC has become increasingly diverse, both in its outreach globally and in its student, faculty, and staff population. This diversity continues to enrich our community by providing us with many perspectives from which we can learn, and through which creativity and innovation thrive. Moreover, our students must learn to thrive in a diverse environment in order to be adequately prepared to compete in a global economy. In addition, in order to attract a diverse student population, JJC must develop a faculty and staff population that mirrors that diversity.

Due to JJC's location in the Chicagoland area, promoting diversity and inclusiveness among our staff takes a sustained, systemic approach and commitment that promotes diversity throughout the workplace environment and in all aspects of our working lives.

JJC believes in and is committed to a workplace that fosters employee respect and promotes collaborative, productive working relationships. This commitment is reflected in an assertive Diversity & Inclusion Plan, which applies to all personnel practices including recruitment and job advertising, hiring, selection for training, promotion, separation, demotion, lay-off, transfer, rates of pay and all other terms, conditions and privileges of employment.

Research indicates that promoting equal opportunity and valuing cultural differences can significantly improve organizational performance. Direct and indirect links to the bottom line include an increase in adaptability and flexibility; reduction of costs associated with turnover; reductions in absenteeism and low productivity; and an increased effectiveness in serving an increasingly diverse College population.

JJC is an educational community that embraces diversity and promotes personal growth. Each year, more than 35,000 students find the diverse, comprehensive high quality educational experience they are looking for at JJC.

The recruitment of diverse students, faculty and staff are the cornerstone of JJC's commitment to an innovative, collaborative, and inclusive educational community. At JJC, we respect the wealth of knowledge and experience each of our employees brings to the workplace. The College supports this commitment by providing personnel with excellent terms and conditions of employment, outstanding health and wellness benefits and programs for a secure retirement.



III. Diversity and Inclusion Defined

Diversity celebrates both similarities and differences. Moreover, diversity is broader than the traditional categories of age, disability, gender identity, sexual orientation, national origin, ethnicity, culture, religion, and veteran status. It also includes socioeconomic status, family background, language, academic preparedness, learning style and even the different communities from which our students, faculty and staff hail.

Inclusion is the appreciation of, and respect for, all of these distinct characteristics. Inclusion goes beyond numerical diversity and creates a climate where all feel valued, and where each member of the campus community is recognized as adding to our institution. It also means that barriers to inclusion, whether policy-based, in actual practice, or systematic, are reduced or eliminated, thereby allowing student, faculty and staff to thrive.

Both diversity and inclusion are a vital part of the institutional fabric of Joliet Junior College. The College strategically supports efforts that recognize and celebrate diverse backgrounds and perspectives that make us unique as individuals but unified as a community. Diversity and inclusion at Joliet Junior College are more than just recognition of what makes our community different, but rather a celebration of the cognitive and educational efforts that unite us.

IV. President's Diversity and Inclusion Council

The College has established the President's Diversity and Inclusion Council as an institutional committee under its shared governance structure. The Diversity and Inclusion Council will promote collaboration and communication to achieve the JJC's diversity and inclusion goals as well as other objectives identified in the college's strategic plan.

The President's Diversity & Inclusion Council advocates and champions diversity and inclusion efforts that prioritize our commitment to the core values of respect and inclusion. The Council will ensure the college community is a place where everyone feels welcomed, empowered and safe.

Committee Functions:

- Create opportunities for JJC employees to engage in dialogue and gain knowledge about the meaning and importance of diversity and inclusion.
- Ensure leadership embraces and models the vision, values, and goals for diversity and inclusion.
- Incorporate diversity into strategic planning for each academic area and support unit.
- Analyze effectiveness of the council's efforts through diversity and inclusion metrics.

Committee Values:

- Ensure the importance of institutional representation
- Demonstrate effective leadership as responsible agents of the college
- Serve as a vital resource regarding critical decisions and emerging issues that impact the college community
- Communicate in an open and transparent manner
- Complete work by internal and external timelines

V. College Mission, Vision & Core Values

Mission

Joliet Junior College is an innovative and accessible institution, dedicated to student learning, community prosperity, cultural enrichment, and inclusion. Joliet Junior College delivers quality lifelong learning opportunities empowering diverse students and the community through academic excellence, workforce training, and comprehensive support services.



Vision

Joliet Junior College will be the first choice.

Core Values

Joliet Junior College fosters a caring and friendly environment that embraces diversity and sustainability and encourages personal growth by promoting the following core values:

- **Respect and Inclusion**
Joliet Junior College advocates respect and inclusion for every individual by demonstrating courtesy and civility in every endeavor. The college pledges to promote and recognize the diverse strengths of its employees and students, and to value and celebrate the unique attributes, characteristics, and perspectives of every individual.
- **Integrity**
Joliet Junior College sees integrity as an integral component of all work done at the college. The college employees demonstrate responsible, accountable, and ethical professionalism. Also, the college models open, honest, and appropriate communication.
- **Collaboration**
Joliet Junior College promotes collaborative relationships as part of the scholarly process, including partnerships within the institution and with other learning communities. The college supports the personal and professional growth of employees and is committed to the advancement and support of intellectual growth, regardless of employment position at the College.
- **Humor and Well-Being**
Joliet Junior College recognizes humor as a means for employees and students to achieve collegial well-being, develop strong work teams, and promote self-rejuvenation. The college provides a healthy environment where creativity, humor, and enjoyment of work occur, including recognizing and celebrating success.
- **Innovation**
Joliet Junior College supports and encourages innovation and the pursuit of excellence. The college values, respects, and rewards both creative risk-taking and the enthusiastic pursuit of new ideas with foresight and follow-through.

- **Quality**
Joliet Junior College supports quality in the workplace and its educational programming by continually reflecting, evaluating, and improving on programs and services. The college is built upon a foundation of quality programs and services, while also implementing continuous improvement in order to ensure excellence.
- **Sustainability**
Joliet Junior College recognizes that true sustainability involves a commitment to environmental, social, and economic improvement. The college encourages planning, solutions, and actions that provide benefits for students, employees, and the community.

VI. Communication and Dissemination of Diversity and Inclusion Plan

Internal Dissemination

1. Viewing of the Diversity & Inclusion Plan

The Diversity & Inclusion Plan will be available for employee review upon request in either his/her respective department or the Human Resource Department. The policy statements can be viewed on the internet at:

<http://jjc.edu/about-jjc/diversity-inclusion>

2. Employee and Management Orientation

The Diversity & Inclusion Plan will be shared with management personnel, particularly those responsible for activities, such as hiring, selection, promotion, and separation of personnel. The orientation is to provide a better understanding of the intent of the Diversity & Inclusion Plan, its goals and timetables, as well as individual responsibilities and roles in ensuring successful implementation of the Diversity & Inclusion Plan.

JJC employees and management are provided equal employment opportunity, sexual harassment and cultural diversity training.

3. Internal Complaint Procedure

JJC has an internal complaint procedure designed to address and resolve complaints of discrimination and harassment. Employees are made aware of the procedures through EEO posters which are displayed at all JJC campuses and discussed at employee orientations. The complaint process and procedures can also be found in JJC's policy, procedures manual, and the employee handbook.

4. Meetings on Diversity/Inclusion Plan Program

Periodic meetings will be held with the Executive Director, Human Resources and Administrative personnel to discuss the status of the goals and objectives of the Diversity/Inclusion Program.

5. Union Relations

The necessity for complying with federal equal employment opportunity regulations is discussed and communicated to union officials periodically in an effort to secure their understanding and cooperation. A non-discrimination clause is included in JJC's union contracts. All contractual provisions are reviewed to ensure compliance with our non-discrimination policies and procedures.

External Dissemination

1. Recruitment Sources/Minority and Female Organizations

The Human Resources Department maintains a directory of local educational institutions, community organizations and agencies serving minority group members and females, which are utilized as sources for employee recruitment.

Joliet Junior College uses a wide array of recruitment sources to attract diverse candidates and build a balanced applicant pool. Recruitment sources include, but are not limited to, internal/external postings, email blasts, job fairs, community events, social media, and professional associations. JJC welcomes suggestions for additional sources from current employees and the community.

2. Employment Applications and other Notices

Non-discrimination statements are included in all job applications, vacancy notices, on the JJC website and Human Resources online application process, and public advertisements.

JJC utilizes search committees for all job searches. Each search committee is diverse with representation and includes staff that closely work with that position. Search committees are tasked with reviewing all position requirements and providing detailed reports indicating why candidates were or were not selected for hire.

3. Review of the Diversity & Inclusion Plan

A copy of the Diversity & Inclusion Plan will be available on JJC's Diversity and Inclusion page for public viewing. The public may make a written request to the Executive Director of Human Resources to view the document in the aforementioned office. All EEO policy statements can be viewed on the internet at:

<https://www.jjc.edu/about-jjc/college-leadership/administration/human-resources>

4. Community Outreach

Joliet Junior College is committed to various Community Outreach groups and initiatives. A few of our collaborations include but are not limited to the Joliet Chamber of Commerce, Spanish Center and Harvey Brooks Foundation in which we provide support, education and career opportunities for the community. Our work in the communities we serve is ongoing and our Community Outreach Team builds upon our external partnerships each year.

VII. Responsibilities for Implementation

A. Responsibilities of the President's Diversity and Inclusion Council

1. Act as a coordinating council for diversity groups and issues on campus including serving as a clearinghouse for information and acting as a champion for diversity.
2. Serve to achieve student success with an emphasis on enrollment, retention, graduation, transfer rates, and effective teaching and learning outcomes.
3. Improve success of minority, underrepresented and underprepared student populations in addition to closing the gap between high school and college performance.
4. Bring the voice of the employee into the council and to act as a catalyst in building a more diverse work environment.
5. Improve workplace equality: an environment in which every individual has an equal opportunity to perform, develop, and advance.
6. Recommend goals and action plans to the President in alignment with College's mission and strategic plan.
7. Periodically review the implementation and evaluation of the action plan.
8. Review reports that track and chart progress.
9. Report on progress to campus community.
10. Make recommendations to administration.
11. Provide a mechanism for diversity/inclusion related recognition and rewards.

B. Responsibilities of the President's Cabinet

The President's Cabinet shall adhere to the policy and intent of JJC's Diversity & Inclusion Plan by accepting shared responsibility for accomplishing progress towards the goals and objectives of the program. The Cabinet will be held accountable for assisting in the identification of problem areas, formulation of solutions, and in the development of departmental goals, where necessary.

Specifically, the Cabinet shall:

1. Assure that managers, supervisors, employees and faculty comply with federal, state, local laws, and government regulations regarding equal employment opportunity.
2. Assure that appropriate policies and procedures are implemented throughout their respective departments that are consistent with and supportive of the Diversity & Inclusion Program.

3. Assure that managers, supervisors, and all other employees cooperate fully with the investigation and resolution of all discrimination and harassment complaints.
4. Make good faith efforts to help meet Diversity & Inclusion Plan goals and timetables.
5. Ensure that all employment decisions, including, but not limited to, job knowledge and skill requirements, interviews, assignment, training, and evaluation are consistent with college policies and Diversity & Inclusion objectives.
6. Periodically examine national and state data on demographics of students and faculty/staff.
7. Assist Human Resources with the recruitment and retention of a diverse faculty and staff (advertising, recruiting, upgrading opportunities, hiring, etc.)
8. Assure that managers, supervisors, students and employees comply with equal employment opportunity and diversity training programs conducted by the college.

C. Responsibilities of Management Staff

(Faculty Department Chairs, Deans, Directors, Managers and Supervisors)

It is the responsibility of all management staff to adhere to and implement the equal employment opportunity policies and diversity & inclusion programs.

Management staff is responsible for:

1. Ensuring compliance with equal employment opportunity policies and implementing the Diversity & Inclusion initiative. Such responsibilities are recognized and are included in the employee's performance appraisal.
2. Assisting in implementation of the Diversity & Inclusion Plan by adhering to the established provisions of equal employment opportunity and diversity & inclusion goals.
3. Providing a fair and equitable opportunity for all qualified candidates and employees to be considered for position vacancies.
4. Preventing harassment and retaliation such as racial, age, ethnic, religious, sexual orientation discrimination and sexual harassment of employees or faculty, and ensuring a workplace free of discriminatory behavior.
5. Promptly addressing and resolving employee and student issues and concerns regarding harassment, discrimination, or of a similar nature.
6. Participating in, and ensuring the participation of employees in training programs provided.

D. Responsibilities of the Human Resources Department

The Human Resource Department, under the direction of the Executive Director of Human Resources, shares in the responsibility for the implementation and monitoring of JJC's Diversity & Inclusion Plan and compliance with equal opportunity and affirmative action requirements. Some of these responsibilities include, but are not limited to:

1. Ensuring that JJC complies with the appropriate federal and state equal employment opportunity laws and guidelines.
2. Ensuring that equal employment opportunity statements (e.g., non-discrimination) are included in all of JJC's job announcements, posters, etc.; and are publicly displayed throughout JJC's facilities.
3. Maintaining accurate and up-to-date employee data on race and gender composition of JJC's workforce and applicants.
4. Provide self-identification forms to all applicants.
5. Communicating the Diversity and Inclusion Plan while providing related materials to all new employees.
6. Maintaining accurate and up-to-date records on applicant flow data to be utilized for preparation of periodic reports.
7. Assisting in promotion of diversity & inclusion goals and objectives through active recruitment, identification, recommendation, selection and hiring of qualified minorities and females by ensuring that qualified minority group members and females are among the list of candidates provided to department chairs, directors, administrators and all other hiring authorities for promotional opportunities.

VIII. Demographics & JJC Student Population

The demographic characteristics of the District 525 populations must be studied more in-depth to better understand and prepare students for college; campus leaders must study demographic and characteristic trends of pre-admits (P-12 group) to get an understanding of what is important and necessary for them to succeed. Ignoring the trends will cause strains on all services at the College in both the academic and student service areas.



The minority population at JJC represented 42% of the total student census headcount for fall 2018, which is a significant increase from 36% represented on the fall 2014 census. The overall minority student population at JJC is higher than the overall minority population represented in the JJC district of 31%. The Hispanic population of JJC students is 28%, substantially higher than the district representation of 17%. For the fall 2018 student census, Black Non-Hispanic students represented 10% of the JJC student population compared to 9% for the district. White Non-Hispanic students represented 58% of the JJC student census compared to the district's 67%.

Multiple Barriers to Student Persistence

Many reasons are found to influence a student's decision to leave college before completing a program or degree including full-time employment, low grade-point average, being a member of an ethnic minority, obligations to family, financial reasons, and gender (Bonham & Luckie, 1993; Lewallen, 1993). To help JJC identify some of the key barriers our students face and to better understand them, JJC periodically participates in the Community College Survey of Student Engagement (*CCSSE*).

Student Retention Rates

Overall fall-to-fall retention rates have increased when looking at the five-year average from 2013-2014 to 2017-2018. In the following summary, fall-to-fall retention rates are reflected as a percentage and are calculated for individuals that reenrolled in the next fall term.

- The overall five-year average is 42.6% with a fall-to-fall retention rate for 2017-2018 of 43%.
- The fall (2017-2018) retention rate for black students is 37% which is a 4 percentage point increase over the fall (2015-2016) rate of 33%.
- The fall-to-fall (2017-2018) retention rate for Hispanic/Latino students was 45%; this most recent retention rate is an increase of 3.3% percentage points over the 2014-2015 rate of 41.2%.

- Females at JJC were more likely to continue than males, females returned at a rate of 44% compared to 43% of males from fall 2017 to fall 2018.
- The fall-to-fall (2017-2018) female retention rate of 44% is an increase of 1 percentage point compared to the fall 2015-2016 retention rate of 43%.

IX. Institutional Strategic Enrollment Management Plan

The college has adopted an Institutional Strategic Enrollment Plan (SEM) which targets enrollment, persistence, retention and completion measures. Included in the SEM 2.0 plan, is a detail of our efforts to increase the number of underrepresented students at JJC through culturally relevant outreach programs and activities. The college emphasizes the shared responsibility of student success is part of every department and employee’s responsibilities.

A written detailed plan is available upon request from the Vice President of Student Development’s office.

X. Fall 2018 JJC Workforce/Utilization Analysis, Summary and Actions

Introduction

The following report contains an assessment of the Joliet Junior College workforce as of November 2018. Each year the Office of Institutional Research & Effectiveness conducts a Workforce/Utilization Analysis at the request of the Human Resources department. The overall intent is to assist JJC in determining whether females, minorities, and those 40 years of age or older are underrepresented in our workforce.



Methodology

The workforce/utilization analysis conducted compares the JJC labor force with Will County Civilian Labor Force availability data to help determine the utilization of females, ethnic minorities, and those 40 years of age or older. The analysis is based on the EEO-1 classifications cross-walked with internal JJC job group classifications and EEO categories as follows:

Occupational Crosswalk

EEO-1 Job Code Classification	JJC Classification	Internal EEO Category
01 – Officials & Managers	Administrators	1, 2, 2B1, and IV1
02 – Professional/Technical	Professional	2B2, 2B4, IV3, IV4, and IV6
02 – Professional/Technical	Faculty/Counselors/Librarians	2A1, 2A2, 2A3, and IV2
05 – Administrative Support Workers	Clerical	2B3 and IV5
06/09 – Craft Workers/Service Workers*	Physical Plant & Maintenance	2B5, 2B6, IV7, and IV8

*EEO-1 Job Code 06 and 09 were combined due to limited internal Craft Workers, Please see Appendix A for Internal Job Classification Crosswalk for ICCB Category Reporting Requirements.

The Civilian Labor Force counts were calculated utilizing the Census 2000 Special EEO Tabulation Occupational Crosswalk - <http://www.census.gov/hhes/www/eeoindex/jobgroups.pdf>. The availability of workforce for the JJC area is based on the Civilian Labor Force of *Will County* and is defined as follows: All members of the population aged 16 or over in the county who are not in the military or institutions such as prisons or mental hospitals and who are either employed or are unemployed and actively seeking and available for work. Every month, the U.S. Department of Labor releases the unemployment rate, which is the percentage of the civilian labor force that is unemployed. The Labor Department also releases the percentage of the civilian non-institutional population who are employed.

The overall utilization is calculated using two methods - the 80% Rule and Two Standard Deviations Analysis. The 80% Rule, also known as Impact Ratio Analysis/Disparate Impact Testing, compares the percentage of women, minorities, and older (40 or above) workers employed to each internal job group category to the percentage of women, minorities, and older age group (40 or above) available in each job group category for Will County; if the number employed is less than 80% of the number available, an underutilization would exist. The Two Standard Deviations Analysis considers the number of employees in each job group category and determines if the number of standard deviations results in plus or minus 2 standard deviations of the expected mean, if the standard deviation exceeds plus or minus 2 standard deviations the result is considered underutilized.

In addition, groups deemed under-utilized also include additional Variance/Gap Analysis as a beginning stage for improvement efforts.

Sources: U.S. Census Bureau – www.census.gov and ICCB C1 File Submission

Summary of Findings

The utilization of females, ethnic minority groups, and those aged 40 years or above was determined by comparing their representation in the JJC Total workforce against the availability in the labor market for Will County. The analysis conducted indicates JJC employees from racial minorities, females, and older age groups (40 or above) are represented by the expected availability among Officials & Managers (JJC Administrators), Professional (JJC Professionals – minus faculty/counselors/librarians), Administrative Support Workers (JJC Clerical), and Craft Workers/Service Workers (JJC Physical Plant & Maintenance). However, underutilization was found for female employees and those from racial minorities among Professional (*JJC/Faculty/Counselors/Librarians*).

This may be an indicator more aggressive efforts might be considered in order to have a workforce which is representative of the demographic profile of available workers among the Professional (JJC Faculty/Counselors/Librarians) category.

Total EEO-1 Job Code-JJC Total Workforce

Overall no under-utilization was found using the 2-Standard Deviation test for the females, minorities, or the 40 year or older populations within the JJC total workforce. Further analysis of the JJC workforce shows the areas within the workforce of underutilization in comparison of participation rates mainly for minorities relevant to the current labor market for only one category - JJC Faculty/Counselors/Librarians. Variance in the availability and the participation rates seem evident for Black females and males, as well as, Hispanic or Latina females and Asian males within the JJC total workforce.

EEO-1 Job Code 01-Officials & Managers: JJC Administrators

No underutilization was found using either the 80% or the 2 Standard Deviation tests, but variance within the availability and participation rates are evident for both Asian females and males.

EEO-1 Job Code 02 - Professional: JJC Professional (Minus Faculty/Counselors/Librarians)

No underutilization was found using either the 80% Rule or 2 Standard Deviation Rule tests, but variance within the availability and participation rates are evident for White females, Black females, and Asian males.

EEO-1 Job Code 02 - Professional: JJC Faculty/Counselors/Librarians

Under-utilization was found for both the 80% Rule and 2 Standard Deviation Rule for females within this category; in addition under-utilization was found using either the 80% Rule or 2 Standard Deviation Rule tests for minority groups within this employee category. Further analysis of the JJC workforce shows areas within JJC’s workforce of underutilization in comparison of participation rates of minorities and women relevant to the current labor market and show variance within the availability and participation rates for White females, Black females and males, as well as, Asian males.

EEO-1 Job Code 05 - Administrative Support Workers: Clerical

No underutilization was found using either the 80% Rule or 2 Standard Deviation Rule tests, but variance within the availability and participation rates are evident for Black males and Hispanic or Latino males, as well as, Asian females and males.

EEO-1 Job Code 06/09 – Craft Workers/Service Workers: Physical Plant & Maintenance

No underutilization was found using either the 80% Rule or 2 Standard Deviation Rule tests, but variance within the availability and participation rates are evident for Hispanic or Latino and Asian males.

The pages that follow provide a breakdown and interpretation of the utilization calculations by each of the following categories, as well as, additional Variance/Gap Analysis within the working categories:

- EEO-1 Job Code 01-Officials & Managers: JJC Administrators.
- EEO-1 Job Code 02 - Professional: JJC Professional
- EEO-1 Job Code 02 - Professional: JJC Faculty/Counselors/Librarians
- EEO-1 Job Code 05 - Administrative Support Workers: Clerical
- EEO-1 Job Code 06/09 – Craft Workers/Service Workers: Physical Plant & Maintenance

Sources: U.S. Census Bureau – www.census.gov and ICCB C1 File Submission

JJC Workforce Analysis

Employees by EEO-1/ICCB Classification and Full-time/Part-time Status

01 – Officials & Managers Total (EEO Category)	
<i>Administrative (ICCB Description)</i>	
Full-time	35
Part-time	0
Subtotal	35

02 – Professional/Technical Total (EEO Category)	
<i>Professional/Technical Total (ICCB Description)</i>	
Full-time	171
Part-time	136
Subtotal	307
02 – Professional/Technical - Faculty/Counselors/Librarians Total (EEO Category)	
<i>Teaching Faculty Total (ICCB Description)</i>	
Full-time	213
Part-time	480
Subtotal	693
05 – Administrative Support Workers Total (EEO Category)	
<i>Clerical Total (ICCB Description)</i>	
Full-time	84
Part-time	74
Subtotal	158
06/09 – Craft Workers/Service Workers Total (EEO Category)	
<i>Custodial/Maintenance Total (ICCB Description)</i>	
Full-time	92
Part-time	48
Subtotal	140
Grand Total	1,333

Sources: U.S. Census Bureau – www.census.gov and ICCB C1 File Submission

Employees by EEO-1 Classification and Full-time/Part-time Status

EEO-1 Classification	Full-time	Part-time	Total
01 – Officials & Managers Total (EEO Category)	35	0	35
02 – Professional/Technical Total (EEO Category)	171	136	307
02 – Professional/Technical - Faculty/Counselors/Librarians Total (EEO Category)	213	480	693
05 – Administrative Support Workers Total (EEO Category)	84	74	158
06/09 – Craft Workers/Service Workers Total (EEO Category)	92	48	140
Grand Total	595	738	1,333

Employees by ICCB Classification and Full-time/Part-time Status*

ICCB Classification	Full-time	Part-time	Total
Administrators	35	0	35
Teaching Faculty	213	480	693
Professional/Technical	171	136	307
Clerical	84	74	158
Custodial/Maintenance	92	48	140
Grand Total	595	738	1,333

* Please Reference Appendix - EEO Conversion to ICCB Employment Classification Table for Classification Breakdowns

Employees by Race/Ethnicity, Gender, and Full-time/Part-time Status

Race/Ethnicity	Full-time			Part-time			Total
	Female	Male	Subtotal	Female	Male	Subtotal	
American Indian/Alaskan Native	0	0	0	2	0	2	2
Asian/Pacific Islander	8	5	13	11	6	17	30
Black Non-Hispanic	25	20	45	35	20	55	100
Hispanic or Latino	31	12	43	21	21	63	106
Native Hawaiian or Other Pacific Islander	0	0	0	1	0	1	1
Refuse to Indicate/Unknown	14	7	21	20	46	66	87
White Non-Hispanic	265	208	473	310	224	534	1,007
Grand Total	343	252	595	421	317	738	1,333

Employees by Age Category

Age Category	Full-time	Part-time	Total
Under 40 Years of Age	455	507	962
40 Years of Age or Older	140	229	369
Unknown	0	2	2
Grand Total	595	738	1,333

Sources: U.S. Census Bureau – www.census.gov and ICCB C1 File Submission

JJC Total Workforce by Gender and Race/Ethnicity

JJC Workforce						
Race/Ethnicity	Female	% of Grand Total	Male	% of Grand Total	Male and Female	% of Total
American Indian/Alaskan Native	2	0.2%	0	0.0%	2	0.2%
Asian/Pacific Islander	19	1.4%	11	0.8%	30	2.3%
Black Non-Hispanic	60	4.5%	40	3.0%	100	7.5%
Hispanic or Latino	73	5.5%	33	2.5%	106	8.0%
Native Hawaiian or Other Pacific Islander	1	0.1%	0	0.0%	1	0.1%
Unknown	34	2.6%	53	4.0%	87	6.5%
White Non-Hispanic	575	43.1%	432	32.4%	1,007	75.5%
Total	764	57.3%	569	42.7%	1,333	100.0%

JJC Administrators by Gender and Race/Ethnicity

EEO-1 Job Code 01-Officials & Managers: JJC Administrators						
Race/Ethnicity	Female	% of Grand Total	Male	% of Grand Total	Male and Female	% of Total
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian/Pacific Islander	0	0.0%	0	0.0%	0	0.0%
Black Non-Hispanic	3	8.6%	5	14.3%	8	22.9%
Hispanic or Latino	1	2.9%	1	2.9%	2	5.7%
Native Hawaiian or Other Pacific Islander	0	0.0%	0	0.0%	0	0.0%
Unknown	0	0.0%	0	0.0%	0	0.0%
White Non-Hispanic	12	34.3%	13	37.1%	25	71.4%
Total	16	45.7%	19	54.3%	35	100.0%

JJC Professionals (Minus Faculty/Counselors/Librarians) by Gender and Race/Ethnicity

EEO-1 Job Code 02 - Professional: JJC Professional (Minus Faculty/Counselors/Librarians)						
Race/Ethnicity	Female	% of Grand Total	Male	% of Grand Total	Male and Female	% of Total
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian/Pacific Islander	4	1.3%	3	1.0%	7	2.3%
Black Non-Hispanic	10	3.3%	14	4.6%	24	7.8%
Hispanic or Latino	17	5.5%	10	3.3%	27	8.8%
Native Hawaiian or Other Pacific Islander	1	0.3%		0.0%	1	0.3%
Unknown	5	1.6%	3	1.0%	8	2.6%
White Non-Hispanic	150	48.9%	90	29.3%	240	78.2%
Total	187	60.9%	120	39.1%	307	100.0%

JJC Professional: Faculty/Counselors/Librarians by Gender and Race/Ethnicity

EEO-1 Job Code 02 - Professional: JJC Faculty/Counselors/Librarians						
Race/Ethnicity	Female	% of Grand Total	Male	% of Grand Total	Male and Female	% of Total
American Indian/Alaskan Native	1	0.1%	0	0.0%	1	0.1%
Asian/Pacific Islander	13	1.9%	8	1.2%	21	3.0%
Black Non-Hispanic	22	3.2%	9	1.3%	31	4.5%
Hispanic or Latino	23	3.3%	15	2.2%	38	5.5%
Native Hawaiian or Other Pacific Islander	0	0.0%	0	0.0%	0	0.0%
Unknown	23	3.3%	47	6.8%	70	10.1%
White Non-Hispanic	271	39.1%	261	37.7%	532	76.8%
Total	353	50.9%	340	49.1%	693	100.0%

JJC Administrative Support Workers: Clerical: by Gender and Race/Ethnicity

EEO-1 Job Code 05 - Administrative Support Workers: Clerical						
Race/Ethnicity	Female	% of Grand Total	Male	% of Grand Total	Male and Female	% of Total
American Indian/Alaskan Native	1	0.6%	0	0.0%	1	0.6%
Asian/Pacific Islander	1	0.6%	0	0.0%	1	0.6%
Black Non-Hispanic	16	10.1%	3	1.9%	19	12.0%
Hispanic or Latino	25	15.8%		0.0%	25	15.8%
Native Hawaiian or Other Pacific Islander	0	0.0%	0	0.0%	0	0.0%
Unknown	3	1.9%		0.0%	3	1.9%
White Non-Hispanic	105	66.5%	4	2.5%	109	69.0%
Total	151	95.6%	7	4.4%	158	100.0%

JJC Administrative Support Craft Workers/Service Workers: Physical Plant & Maintenance by Gender and Race/Ethnicity

EEO-1 Job Code 06/09 – Craft Workers/Service Workers: Physical Plant & Maintenance						
Race/Ethnicity	Female	% of Grand Total	Male	% of Grand Total	Male and Female	% of Total
American Indian/Alaskan Native	0	0.0%	0	0.0%	0	0.0%
Asian/Pacific Islander	1	0.7%	0	0.0%	1	0.7%
Black Non-Hispanic	7	5.0%	13	9.3%	20	14.3%
Hispanic or Latino	7	5.0%	7	5.0%	14	10.0%
Native Hawaiian or Other Pacific Islander	0	0.0%	0	0.0%	0	0.0%
Unknown	2	1.4%	2	1.4%	4	2.9%
White Non-Hispanic	37	26.4%	64	45.7%	101	72.1%
Total	54	38.6%	86	61.4%	140	100.0%

Total EEO-1 Job Code-JJC Total Workforce

Total Workforce	Count	% of Civilian Labor Force
Civilian Labor Force	112,682	100.0%
Females in Labor Force	56,326	50.0%
Minorities in Labor Force	20,276	18.0%
Older (40 or above)	55,309	49.1%

All JJC Employees	Count	% of Total JJC Job Group
Total JJC Employees	1,333	100.0%
Female JJC Employees	764	57.3%
Total Minority JJC Employees	239	17.9%
Older (40 or above) JJC Employees	962	72.2%

Utilization Analysis of Female Employees

Females in JJC job group	% Female in JJC Workforce	% Female in Labor Force	Expected Value	80% Value	Violates 80% Rule	Violates 2-Std Dev
764	57.3%	50.0%	667	533	No	No

Total JJC Employees*% of Female Civilian Labor Force = Expected Value: 1,333*0.500=666.5 Expected Value*0.80=80% Value: 666.5*0.80=533.2

Interpretation

No Under-utilization was found using either of the two above tests.

Utilization Analysis of Minority Employees

Minorities in JJC job group	% Minorities in JJC Workforce	% Minorities in Labor Force (Availability)	Expected Value	80% Value	Violates 80% Rule	Violates 2-Std Dev Rule
239	17.9%	18.0%	240	192	No	No

Total JJC Employees*% of Minorities Civilian Labor Force = Expected Value: 1,333*0.150=239.9 Expected Value*0.80=80% Value: 239.9*0.80=192.0

Interpretation

Under-utilization was found using the 2-Standard Deviation Rule.

Utilization Analysis of Older Employees (40 Years of Age or Older)

Older in JJC job group	% Older in JJC Workforce	% Older in Labor Force (Availability)	Expected Value	80% Value	Violates 80% Rule	Violates 2-Std Dev Rule
962	72.2%	49.1%	655	524	No	No

Total JJC Employees*% of Older Civilian Labor Force = Expected Value: 1,333*0.491=654.5 Expected Value*0.80=80% Value: 654.5*0.80=523.6

Interpretation

No Under-utilization was found using either of the two above tests.

Total JJC Workforce Gap Analysis

Total EEO-1 Job Code-JJC Total Workforce			
Race/Ethnicity/Gender	Availability	JJC Participation Rate	Variance
White Female	41.0%	43.1%	2.1%
Black Female	4.9%	4.5%	-0.4%
Black Male	3.3%	3.0%	-0.3%
Hispanic or Latina Female	2.7%	5.5%	2.8%
Hispanic or Latino Male	4.1%	2.5%	-1.6%
Asian Female	0.8%	1.4%	0.6%
Asian Male	1.2%	0.8%	-0.4%

EEO-1 Job Code 01-Officials & Managers: JJC Administrators

EEO-1 Category: Officials & Managers	Count	% of Civilian Labor Force
Civilian Labor Force	16,556	100.0%
Females in Labor Force	6,434	38.9%
Minorities in Labor Force	1,903	11.5%
Older (40 or above)	9,995	60.4%

JJC Administrators	Count	% of Total JJC Job Group
Total JJC Administrators	35	100.0%
Female JJC Administrators	19	54.3%
Total Minority JJC Administrators	8	22.9%
Older (40 or above) JJC Administrators	29	82.9%

Utilization Analysis of Female Employees

Females in JJC job group	Female in JJC Workforce	% Female in Labor Force (Availability)	Expected Value	80% Value	Violates 80% Rule	Violates 2-Std Dev Rule
19	54.3%	38.9%	14	11	No	No

Total Administrators*% of Female Civilian Labor Force = Expected Value: $35*0.389=13.6$ Expected Value*0.80=80% Value: $13.6*0.80=10.9$

Interpretation

No Under-utilization was found for either of the two above tests.

Utilization Analysis of Minority Employees

Minorities in JJC job group	% Minorities in JJC Workforce	% Minorities in Labor Force (Availability)	Expected Value	80% Value	Violates 80% Rule	Violates 2-Std Dev Rule
8	22.9%	11.5%	4	3	No	No

Total Administrators*% of Minorities Civilian Labor Force = Expected Value: $35*.115=4.0$ Expected Value*0.80=80% Value: $4.0*0.80=3.2$

Interpretation

No Under-utilization was found for either of the two above tests.

Utilization Analysis of Older Employees (40 Years of Age or Older)

Older in JJC job group	% Older in JJC Workforce	% Older in Labor Force (Availability)	Expected Value	80% Value	Violates 80% Rule	Violates 2-Std Dev Rule
29	82.9%	60.4%	21	17	No	No

Total Administrators*% of Older Civilian Labor Force = Expected Value: $35*0.604=21.1$ Expected Value*0.80=80% Value: $21.1*0.80=16.9$

Interpretation

No Under-utilization was found for either of the two above tests.

Total JJC Administrators Gap Analysis

EEO-1 Job Code 01-Officials & Managers: JJC Administrators			
Race/Ethnicity/Gender	Availability	JJC Participation Rate	Variance
White Female	32.6%	34.3%	1.7%
Black Female	3.0%	14.3%	11.3%
Black Male	1.8%	2.9%	1.1%
Hispanic or Latina Female	1.7%	2.9%	1.2%
Hispanic or Latino Male	1.7%	2.9%	1.2%
Asian Female	0.9%	0.0%	-0.9%
Asian Male	1.3%	0.0%	-1.3%

EEO-1 Job Code 02 - Professional: JJC Professional (Minus Faculty/Counselors/Librarians)

EEO-1 Category: Professional	Count	% of Civilian Labor Force
Civilian Labor Force	23,987	100.0%
Females in Labor Force	14,064	58.6%
Minorities in Labor Force	3,128	13.0%
Older (40 or above)	12,629	52.6%

JJC Professional	Count	% of Total JJC Job Group
Total JJC Professional	307	100.0%
Female JJC Professional	187	60.9%
Total Minority JJC Professional	59	19.2%
Older (40 or above) JJC Professional	171	55.7%

Utilization Analysis of Female Employees

Females in JJC job group	Female in JJC Workforce	% Female in Labor Force (Availability)	Expected Value	80% Value	Violates 80% Rule	Violates 2-Std Dev Rule
187	60.9%	58.6%	180	144	No	No

Total JJC Professional*% of Female Civilian Labor Force=Expected Value: $307*0.586=179.9$

Expected Value*0.80=80% Value: $179.9*0.80=143.9$

Interpretation

No Under-utilization was found using either of the two above tests.

Utilization Analysis of Minority Employees

Minorities in JJC job group	% Minorities in JJC Workforce	% Minorities in Labor Force (Availability)	Expected Value	80% Value	Violates 80% Rule	Violates 2-Std Dev Rule
59	19.2%	13.0%	40	32	No	No

Total JJC Professional*% of Minorities Civilian Labor Force=Expected Value: $307*0.130=39.9$

Expected Value*0.80=80% Value: $39.9*0.80=31.9$

Interpretation

No Under-utilization was found using either of the two above tests.

Utilization Analysis of Older Employees (40 or Above)

Older in JJC job group	% Older in JJC Workforce	% Older in Labor Force (Availability)	Expected Value	80% Value	Violates 80% Rule	Violates 2-Std Dev Rule
171	55.7%	52.6%	162	129	No	No

Total JJC Professional*% of Older Civilian Labor Force=Expected Value: $307*0.557=161.5$ Expected Value*0.80=80% Value: $161.5*0.80=129.2$

Interpretation

No Under-utilization was found using either of the two above tests.

Total JJC Professional (Minus Faculty/Counselors/Librarians) Gap Analysis

EEO-1 Job Code 02 - Professional: JJC Professional (Minus Faculty/Counselors/Librarians)			
Race/Ethnicity/Gender	Availability	JJC Participation Rate	Variance
White Female	51.7%	48.9%	-2.8%
Black Female	3.5%	3.3%	-0.3%
Black Male	2.0%	4.6%	2.5%
Hispanic or Latina Female	1.7%	5.5%	3.9%
Hispanic or Latino Male	1.3%	3.3%	1.9%
Asian Female	1.2%	1.3%	0.1%
Asian Male	2.4%	1.0%	-1.5%

EEO-1 Job Code 02 - Professional: JJC Faculty/Counselors/Librarians

EEO-1 Category: Professional	Count	% of Civilian Labor Force
Civilian Labor Force	2,336	100.0%
Females in Labor Force	1,507	64.5%
Minorities in Labor Force	497	21.3%
Older (40 or above)	1,452	62.2%

JJC Faculty/Counselors/Librarians	Count	% of Total JJC Job Group
Total JJC Faculty/Counselors/Librarians	693	100.0%
Female JJC Faculty/Counselors/Librarians	353	50.9%
Total Minority JJC faculty/Counselors/Librarians	91	13.1%
Older (40 or above) JJC Faculty/Counselors/Librarians	569	82.1%

Utilization Analysis of Female Employees

Females in JJC job group	male in JJC Workforce	% Female in Labor Force (Availability)	Expected Value	80% Value	Violates 80% Rule	Violates 2-Std Dev Rule
353	50.9%	64.5%	447	358	Yes	Yes

Total JJC Faculty/Counselors/Librarians *% of Female Civilian Labor Force=Expected Value: $693*0.645=447.0$ Expected Value*0.80=80% Value: $447.0*0.80=357.6$

Interpretation

Under-utilization was found for both the 80% Rule and 2 Standard Deviation Rule tests.

Utilization Analysis of Minority Employees

Minorities in JJC job group	% Minorities in JJC Workforce	% Minorities in Labor Force (Availability)	Expected Value	80% Value	Violates 80% Rule	Violates 2-Std Dev Rule
91	13.1%	21.3%	148	118	Yes	Yes

**Total JJC Faculty/Counselors/Librarians *% of Minorities Civilian Labor Force=Expected Value: 693*0.213=147.6
Expected Value*0.80=80% Value: 147.6*0.80=118.1**

Interpretation

Under-utilization was found for both the 80% Rule and 2 Standard Deviation Rule tests.

Utilization Analysis of Older Employees (40 or Above)

Older in JJC job group	% Older in JJC Workforce	% Older in Labor Force (Availability)	Expected Value	80% Value	Violates 80% Rule	Violates 2-Std Dev Rule
569	82.1%	62.2%	431	345	No	No

**Total JJC Faculty/Counselors/Librarians *% of Older Civilian Labor Force=Expected Value: 693*0.622=431.0
Expected Value*0.80=80% Value: 431.0*0.80=344.8**

Interpretation

No Under-utilization was found for either of the two above tests.

Total JJC Professional Faculty/Counselors/Librarians Analysis

EEO-1 Job Code 02 - Professional: Faculty/Counselors/Librarians			
Race/Ethnicity/Gender	Availability	JJC Participation Rate	Variance
White Female	51.4%	39.1%	-12.3%
Black Female	10.6%	3.2%	-7.4%
Black Male	2.9%	1.3%	-1.6%
Hispanic or Latina Female	2.3%	3.3%	1.0%
Hispanic or Latino Male	1.8%	2.2%	0.4%
Asian Female	0.0%	1.9%	1.9%
Asian Male	2.1%	1.2%	-0.9%

EEO-1 Job Code 05 - Administrative Support Workers: Clerical

EEO-1 Category: Administrative Support	Count	% of Civilian Labor Force
Civilian Labor Force	26,754	100.0%
Females in Labor Force	20,715	77.4%
Minorities in Labor Force	5,121	19.1%
Older (40 or above)	13,028	48.7%

JJC Clerical	Count	% of Total JJC Job Group
Total JJC Clerical	158	100.0%
Female JJC Clerical	151	95.6%
Total Minority JJC Clerical	46	29.1%
Older (40 or above) JJC Clerical	109	69.0%

Utilization Analysis of Female Employees

Females in JJC job group	% Female in JJC Workforce	% Female in Labor Force (Availability)	Expected Value	80% Value	Violates 80% Rule	Violates 2-Std Dev Rule
151	95.6%	77.4%	122	98	No	No

Total JJC Clerical*% of Female Civilian Labor Force=Expected Value: $158*0.774=122.3$ Expected Value*0.80=80% Value: $122.3*0.80=97.8$

Interpretation

No Under-utilization was found using either of the two above tests.

Utilization Analysis of Minority Employees

Minorities in JJC job group	% Minorities in JJC Workforce	% Minorities in Labor Force (Availability)	Expected Value	80% Value	Violates 80% Rule	Violates 2- Std Dev Rule
46	29.1%	19.1%	30	24	No	No

Total JJC Clerical*% of Minorities Civilian Labor Force=Expected Value: $158*0.191=30.2$ Expected Value*0.80=80% Value: $30.2*0.80=24.1$

Interpretation

No Under-utilization was found using any of the two above tests.

Utilization Analysis of Older Employees (40 or Above)

Older in JJC job group	% Older in JJC Workforce	% Older in Labor Force (Availability)	Expected Value	80% Value	Violates 80% Rule	Violates 2- Std Dev Rule
109	69.0%	48.7%	77	62	No	No

Total JJC Clerical*% of Older Civilian Labor Force=Expected Value: $158*0.487=76.9$ Expected Value*0.80=80% Value: $76.9*0.80=61.6$

Interpretation

No Under-utilization was found using either of the two above tests.

Total JJC Administrative Support Workers-Clerical Analysis

EEO-1 Job Code 05 - Administrative Support Workers: Clerical			
Race/Ethnicity/Gender	Availability	JJC Participation Rate	Variance
White Female	63.8%	66.5%	2.7%
Black Female	7.5%	10.1%	2.6%
Black Male	2.7%	1.9%	-0.8%
Hispanic or Latina Female	4.3%	15.8%	11.5%
Hispanic or Latino Male	2.2%	0.0%	-2.2%
Asian Female	1.0%	0.6%	-0.4%
Asian Male	0.5%	0.0%	-0.5%

EEO-1 Job Code 06/09 – Craft Workers/Service Workers: Physical Plant & Maintenance

EEO-1 Category: Craft Workers	Count	% of Civilian Labor Force
Civilian Labor Force	43,049	100.0%
Females in Labor Force	13,606	31.6%
Minorities in Labor Force	9,627	22.4%
Older (40 or above)	18,205	42.3%

JJC Physical Plant & Maintenance	Count	% of Total JJC Job Group
Total JJC Physical Plant & Maintenance	140	100.0%
Female JJC Physical Plant & Maintenance	54	38.6%
Total Minority JJC Physical Plant & Maintenance	35	25.0%
Older (40 or above) JJC Physical Plant & Maintenance	84	60.0%

Utilization Analysis of Female Employees

Females in JJC job group	% Female in JJC Workforce	% Female in Labor Force (Availability)	Expected Value	80% Value	Violates 80% Rule	Violates 2-Std Dev Rule
54	38.6%	31.6%	44	35	No	No

**Total JJC Physical Plant & Maintenance % of Female Civilian Labor Force=Expected Value: $140 \times 0.316 = 44.2$
Expected Value $\times 0.80 = 80\%$ Value: $44.2 \times 0.80 = 35.4$**

Interpretation

No Under-utilization was found using any of the two above tests.

Utilization Analysis of Minority Employees

Minorities in JJC job group	% Minorities in JJC Workforce	% Minorities in Labor Force (Availability)	Expected Value	80% Value	Violates 80% Rule	Violates 2-Std Dev Rule
35	25.0%	22.4%	31	25	No	No

**Total JJC Physical Plant & Maintenance % of Minorities Civilian Labor Force=Expected Value: $140 \times 0.224 = 31.4$
Expected Value $\times 0.80 = 80\%$ Value: $31.4 \times 0.80 = 25.1$**

Interpretation

No Under-utilization was found using any of the two above tests.

Utilization Analysis of Older Employees (40 or Above)

Older in JJC job group	% Older in JJC Workforce	% Older in Labor Force (Availability)	Expected Value	80% Value	Violates 80% Rule	Violates 2-Std Dev Rule
84	60.0%	42.3%	59	47	No	No

**Total JJC Physical Plant & Maintenance % of Older Civilian Labor Force=Expected Value: $140 \times 0.423 = 59.2$
Expected Value $\times 0.80 = 80\%$ Value: $59.2 \times 0.80 = 47.4$**

Interpretation

No Under-utilization was found using any of the two above tests.

Total JJC Craft Workers/Service Workers: Physical Plant & Maintenance Analysis

EEO-1 Job Code 05 - Administrative Support Workers: Clerical			
Race/Ethnicity/Gender	Availability	JJC Participation Rate	Variance
White Female	23.5%	26.4%	2.9%
Black Female	4.4%	5.0%	0.6%
Black Male	5.0%	9.3%	4.3%
Hispanic or Latina Female	2.8%	5.0%	2.2%
Hispanic or Latino Male	7.9%	5.0%	-2.9%
Asian Female	0.4%	0.7%	0.3%
Asian Male	0.8%	0.0%	-0.8%

XI. College-wide Action Plans

1. Conduct Climate Survey/Needs Assessment

The College, will conduct a needs assessment in 2019 to identify areas of improvement specifically related to diversity and inclusion.

- a. All students, faculty, and staff will participate in the survey to collect important data that will help guide diversity and inclusion initiatives both for the College and the President’s Diversity and Inclusion Council.

2. Develop awareness on cultural sensitivity and diversity

- a. The College will host and support two diversity awareness training sessions that relate to working with diverse populations to build on cultural competencies. These trainings will take place in the spring and fall semesters. The first training will be for supervisors/managers, followed by an awareness training for our faculty and staff employee groups.
- b. Share information and discuss culturally relevant topics that impact the College as well as those affecting students, faculty and staff

3. Develop measurement criteria to evaluate diversity and inclusivity progress throughout the College

- a. Collaborate with Human Resources to collect metrics related to demographic data of new hires, applicant pool, and retention statistics
- b. Share measurement data with College Administration, Human Resources, President’s Diversity and Inclusion Council and other stakeholders throughout the College on a quarterly basis.

4. Metrics for Subcommittee initiatives and progress

- a. Number of events held per year with analysis of attendance for each event. Summaries provided by committees indicating how these initiatives and events contributed towards specific goals for the College and President’s Diversity and Inclusion Council

5. JJC's Recruitment Efforts

The Executive Director of Human Resources, or designee, will work with JJC departments, department chairs, deans, and unions to ensure that JJC:

- a. Employs diversity & inclusion principles in the areas of recruiting, hiring and promoting women, minorities, individuals with disabilities, and veterans
- b. Works to achieve a 2% increase in women and minority applicants for faculty, counselor and librarian positions.
- c. Considers relevant and transferable skills for all opportunities, valuing traditional and non-traditional staff qualifications and assets

JJC's workforce, as of November 2018, consisted of 1,333 employees. Of these, 57.3% are women and 17.9% are minorities.

JJC commits to making good faith efforts to have racial and gender diversity in every selection and will identify job groups to aggressively target for outreach to diverse applicants. Furthermore, search committee training is required for all employees participating on a search committee. This training includes EEO, diversity, and fair and consistent selection practices for all candidates.

To carry out this commitment, JJC hiring supervisors will:

- Diligently review position descriptions for accuracy in the position responsibilities, minimum and preferred qualifications
- Post the primary position or resulting vacancy
- Become proactive in recruitment efforts through ongoing networks and outreach (associations, contacts, colleagues, etc.)
- Utilize diversity recruitment strategies and sources to develop strong diverse pools
- Submit detailed reports outlining reasons for hiring and not hiring candidates

JJC's hiring supervisors will collaborate with the Executive Director, Human Resources, HR staff, and the Special Assistant to the President in recruiting and hiring diverse staff. This will be accomplished by developing recruitment plans for positions including ensuring efforts have been made to diversify candidate pools. Jobs will not be offered until every effort has been made to diversify the candidate pool. Active recruitment and the use of targeted internet and print advertisements will be used to increase the diversity of pools.

Additionally the Human Resources department will conduct quarterly HR Metrics reports identifying trends with recruitment as well as strengths and weaknesses within the hiring process. This data will also include data on upcoming faculty retirements for succession planning purposes.

XII. Progress

During academic year 2017-2018, Joliet Junior College made significant strides to strengthen diversity and inclusion on campus. The College re-established the President's Diversity and Inclusion Council which created their own charter outlining the purpose and direction of the council. In addition to re-establishing the diversity and inclusion council, the College hosted several events on campus dedicated to raising awareness of cultural issues and talking through those challenges. Both the College and the President's Diversity and Inclusion Council understand the importance of providing an inclusive environment for all students, faculty and staff. These efforts include but are not limited to:

1. Establishing the Foundation for Diversity and Inclusiveness

The College launched mandatory compliance training for all faculty and staff utilizing the Safe Colleges Learning Module. Training modules cover a wide array of topics including general safety, ethics, discrimination and harassment within the workplace, as well as relevant local, state and national laws. At the start of Fall 2018, faculty and staff are on average 95% compliant with all training modules. Communication was sent to College leaders emphasizing the importance of 100% compliance while detailing disciplinary action for those that are not in compliance with training requirements.

2. JJC Recruitment Efforts

Human Resources invested additional resources during academic year 2017-2018 to increase visibility of employment opportunities to minorities. These efforts included attending a Diversity and Inclusion Recruitment Fair and partnering with employment job boards and agencies dedicated to minority audiences. As a result, the College saw a 6% increase in the number of minority applications received. Comparatively, the College saw a minority staff application percentage of 19% in academic year 2016-2017 versus 25% in 2017-2018. Furthermore, the College made significant progress with faculty applications increasing from 16% in AY 2016-2017 compared to 24% in AY 2017-2018. This improvement is particularly significant as the College aspires to increase diversity within the faculty ranks. To do so, the College must ensure a diverse applicant pool; therefore, this will continue to be a goal for Human Resources and the institution as a whole.



3. Retention Efforts

Capturing turnover metrics was a top priority for Human Resources both from an institutional standpoint and for purposes of the Diversity and Inclusion Plan. This report has helped identify areas throughout the College that are witnessing high turnover as well as reasons for why candidates selected for hire are turning down offers of employment. Data collected will be used in conjunction with efforts to improve professional development within the College and for managerial training sessions designed to help departments retain talent. Information was collected using Colleague reporting tools along with classified

B.O.T. reports. The data obtained from this indicated that Administrative Services has experienced the highest turnover rates at 50% for the entire College followed by Academic Affairs with 22%. While this figure appears to be high, it should be noted that Administrative Services has a significant number of temporary and part-time positions that are difficult to retain; notably building service worker and food services positions. These roles are the primary reason the figures are skewed and Facility Services has looked into alternate ways of staffing these positions.

All other divisions have reported moderate turnover, most of which (66%) is from part-time roles. Turn over within the part-time position classification stems from individuals leaving the College for full-time positions, compensation, and/or upgrade in role. Human Resources will continue to engage College leadership on retention strategies to determine what measures can be put in place to further address retention.

4. Disability Accommodations

During academic year 2017-2018, the College established the Office of Disability Services to assist and proactively address students' needs and encourage and support equal access to college programs and services. Over the past year, the Office of Disability Services formed a subcommittee for Disability Services under the President's Diversity and Inclusion Council and serves as an advocate to the College for this population. Additionally, both the Office of Disability Services and Disability Services subcommittee has created and conducted training sessions raising awareness on important topics within the community. These efforts resulted in student intake for this area nearly doubling creating a need for additional positions to accommodate the students, faculty and staff of the College.

XIII. Policy Statements

The College's board of trustees has adopted written policy statements, which include, but are not limited to:

- Equal Employment Opportunity
- Gender Discrimination
- Race Discrimination
- Age Discrimination
- Persons with Disabilities (ADA)
- Religious and National Origin Discrimination
- Workplace Harassment
- Sexual Harassment, Violence and Misconduct
- Retaliation

Policies are available on the college's website and portal. Corresponding institutional procedures, including a complaint form and detailed processes can be found on the employee portal.

XIV. Contact Information

For questions regarding this document, please contact the Human Resources Department or the Special Assistant to the President:

Human Resources

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Erin Farmer

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