

# AGENDA

## ORIENTATION MEETING FOR SELECTION COMMITTEE

### ADMINISTRATIVE POSITIONS

1. Purpose
  - Review roles and responsibilities, the timeline for completing our task, the position to be filled, and the paper screening process.
2. Roles and Responsibilities (Refer to college Procedure No. 5025, Section III.)
  - **Agents of the Board of Trustees**
    - Delegation
    - Legal responsibility/accountability
    - Selection process security / CONFIDENTIALITY
  - **Committee**
    - Serve in an advisory capacity to the president.
    - Screen applications
    - Recommend candidates to interview
    - Develop Interview Questions
    - Interview candidates
    - Recommend candidates for further consideration to President.
    - Respect each other
  - **Chair**
    - Lead committee discussions and facilitate decision.
    - Represents the 1st hiring committee at second level interview.
  - **Human Resources Officer**
    - Provide orientation, expertise and advice on selection processes and tools.
  - **Equal Employment / Staff Diversity Officer**
    - Provide guidelines and instructions on equal employment opportunity and staff diversity.
    - Monitors the interviews / process.
    - Not a member of the selection committee.
    - Halt if appropriate.
    - Ethics
3. Overview of the Position
  - Organizational chart
  - Review job announcement
  - Key responsibilities, knowledge, abilities and experience.
4. Timeline / Absence
  - Paper screening
  - Consensus
  - 1<sup>st</sup> Level Interview
  - 2<sup>nd</sup> level Interview

5. Discrimination prohibited / California FEHA / Title V and VII / ADA

- Race
- Religious Creed
- Color
- National Origin
- Ancestry
- Physical Handicap
- Medical Condition
- Marital Status
- Sex
- Gender (Sexual identity or Sexual expression)
- Sexual Orientation
- Age (above 40)
- Pregnancy
- Military or Veteran status

6. Paper Screening of Applications (CP 5025, IV D, E, F)

- Diversity and minimum qualifications.
- Screening criteria based on job announcement and required application materials.
- Ratings based on evidence found in application materials.
- **No extraneous information** to be discussed or used for making decisions at this stage of process.
- Conflict of interest – recognize potential biases (like or dislike of someone).

7. Interview Questions

- Due by / To Chair
- Final questions / Confidential

8. CONFIDENTIALITY

- All committee members are held to a strict code of confidentiality at all times and throughout all steps of the screening process, including after the conclusion of the process.
- If violated, the member may be subject to expulsion and be restricted from serving on future committees.

Orientation  
Title VII and Definitions

WHAT IS TITLE VII? Title VII of the Civil Rights Act of 1964 prohibits discrimination in hiring, promotion, termination, compensation, and other terms and conditions of employment because of race, color, sex, natural origin, or religion. The Civil Rights Act of 1991 expanded the Civil Rights Act of 1964 and is codified at 42 U.S.C.A 2000-e, et seq.

Government Code Section 12920 It is hereby declared as the public policy of this state that it is necessary to protect and safeguard the right and opportunity of all persons to seek, obtain, and hold employment without discrimination or abridgment on account of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, or sexual orientation.

It is recognized that the practice of denying employment opportunity and discriminating in the terms of employment for these reasons foments domestic strife and unrest, deprives the state of the fullest utilization of its capacities for development and advancement, and substantially and adversely affects the interests of employees, employers, and the public in general.

**Race and Color**

1. Prohibits discrimination because of racial origins in Africa, Asia; protects Native Americans, Eskimos, Native Hawaiians
2. White, Europeans and Caucasians protected against race discrimination under same standards as minorities
3. Preference for lighter skin is "color discrimination"
4. Cannot use race of spouse to discriminate

**National Origin**

1. Definition: country from which your forbearers came
2. Prohibits discrimination against ethnic groups (Italians, Latinos, Polish, etc.)
3. Prohibits discrimination based on cultural differences (Armenians, Gypsies, Cajuns, etc.)
4. Requiring English basic skills is not discriminatory
5. Prohibits discrimination against accented English

**Sex, Sexuality and Pregnancy**

1. Sex defined as gender, not sexuality or sexual practices
2. Not discrimination to prefer persons because of:
  1. Sexuality
  2. Sexual attractiveness
  3. Sexual activity or morality
3. Rule applied to one sex only is discrimination
4. May not measure performance in terms of sex stereotypes

5. Sex includes pregnancy and related conditions
6. Not discrimination to use sexual preference as condition
7. States and municipalities may limit discrimination based on sexual preference
8. Homosexuality not a disability for ADA

#### Religion and Religious Practices

1. Prohibits unless religion is Bona Fide Occupational Qualification
2. Religion defined as organized faith
3. Discrimination based on religion of secular employer prohibited
4. Membership in Klan not protected religious activity
5. Duty to accommodate (Holy Days, teaching Bible study, attending church conventions)
6. Grooming and clothing practices protected
7. Exemption for religious organizations
  1. Exempt from religious discrimination
  2. Does not apply to secular organizations

#### Gender

The term "Gender" means sex, and includes a person's gender identity and gender expression. "Gender expression" means a person's gender-related appearance and behavior, whether or not stereotypically associated with the person's assigned sex at birth.

#### Sexual Orientation

The basis of a person's romantic, sexual and/or emotional attractions (i.e., a person's status as straight, gay/lesbian, or bisexual).

#### Gender Identity or Expression

Gender Identity or Expression is defined in state law as "having or being perceived as having a gender identity, self-image, appearance, behavior, or expression, whether or not that gender identity, self-image, appearance, behavior, or expression is different from that traditionally associated with the sex assigned to that person at birth."

## Disability

Title I of the Americans with Disabilities Act addresses the rights of individuals with disabilities in employment settings. According to the *American with Disabilities Act Handbook* (U.S. Department of Justice, 1991), the purpose of Title I is to ensure that qualified individuals with disabilities are protected from discrimination on the basis of disability. As long as the individual is qualified for an employment opportunity, s/he cannot be denied that opportunity simply because s/he has a disability, and must therefore be given the same consideration for employment that individuals without disabilities are given.

## Military or Veteran status

Individual currently or previously serving/volunteering in the military.