

EQUAL EMPLOYMENT PRACTICES COMMISSION CITY OF NEW YORK

RESOLUTION #11/18-042(QCC): Preliminary Determination Pursuant to the Audit of Compliance by the Queensborough Community College with the City University of New York's Affirmative Action/Equal Employment Opportunity and Diversity Policy from July 1, 2007 to June 30, 2010.

Whereas, pursuant to Chapter 36, Section 831(d)(2) of the New York City Charter, the Equal Employment Practices Commission (EEPC) is authorized to audit and evaluate the employment practices, programs, policies and procedures of city agencies and their efforts to insure fair and effective equal employment opportunity for minority group members and women and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, the Equal Employment Practices Commission audited the Queensborough Community College's Affirmative Action/Equal Employment Opportunity and Diversity Program; and

Whereas, in accordance with Chapter 36, Section 832(c) of the City Charter, the EEPC may make a preliminary determination pursuant to Section 831(d) that any plan, program, procedure, approach, measure or standard adopted or utilized by any city agency does not provide equal employment opportunity. Now, Therefore,

Be It Resolved,

that pursuant to the audit of the Queensborough Community College's compliance with its Affirmative Action/Equal Employment Opportunity and Diversity Policy, as well as Commission policies and EEO standards expressed in City guidelines, the Equal Employment Practices Commission hereby affirms and adopts the following preliminary findings:

1. The college did not have a plan for AA/EEO and Diversity Training. In addition, 75% of respondents to the *EEPC's Employee Survey* indicated they did not receive AA/EEO and Diversity training during the past 3 years. (CUNY, *Policies and Procedures on Non-Discrimination and Sexual Harassment*, Section II.2a, July 2008 and EEPC/Sect. 831, City Charter)
2. The two internal complaint files did not contain a Charge of Discrimination Form. (CUNY, *Policies and Procedures on Non-Discrimination and Sexual Harassment*, Section II.4, July 2008)
3. The two internal complaint files did not contain written notification informing the complainant and accused that an investigation had begun, which may include interviews with third parties, and that the President shall determine what action, if any, to take after the investigation is complete. (CUNY, *Policies and Procedures on Non-Discrimination and Sexual Harassment*, Section II.7b2,3, July 2008)

4. The two internal complaint files did not contain an *Actions Taken in Response to Discrimination/Harassment Complaint Form* that the AA/CDO reported the investigation findings to the President for review and signature. (CUNY, *Policies and Procedures on Non-Discrimination and Sexual Harassment*, Section II.8a,d, July 2008)
5. The two internal complaint files did not contain documentation that the complainant(s) and respondent(s) to the investigation were apprised in writing of the outcome and action taken as a result of the complaint. (CUNY, *Policies and Procedures on Non-Discrimination and Sexual Harassment*, Section II.8c, July 2008)
6. The remaining two advertisements (1. Instructor or Assistant Professor/Library 2. Instructor or Assistant Professor/Biology, Instructor or Assistant Professor/Mathematics, and Lecturer/Mathematics) during the period in review did not indicate that the college is an Equal Opportunity Employer. (EEPC/Sect. 831, City Charter)

Be It Finally Resolved,

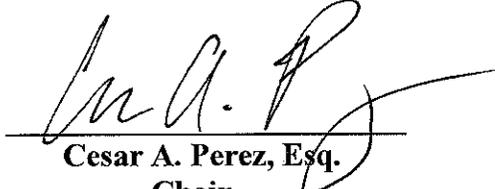
that the Commission authorizes the Chair, Cesar A. Perez, Esq., to forward a letter to President Diane Bova Call, formally informing her of the findings with appropriate explanations and recommendations and requesting, pursuant to Chapter 36 of the City Charter, her response to these findings within thirty days of receipt of the letter indicating what corrective actions the Queensborough Community College's Office will take to bring it into compliance with the aforementioned policies and standards on equal employment opportunity.

Approved by three affirmative votes and one abstention on October 6, 2011.

Malini Cadambi Daniel
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Arva A. Rice
Commissioner


Cesar A. Perez, Esq.
Chair

**EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK**

RESOLUTION #12/13-464C: Determination of implementation by the Queensborough Community College's implementation of the recommended corrective actions made by the Equal Employment Practices Commission pursuant to its audit of the Queensborough Community College's compliance with its Equal Employment Opportunity Program from July 7, 2007 to June 30, 2010.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to ensure equal employment opportunity for minority group members and women; and

Whereas, pursuant to the Administrative Code of the City of New York, Title 8, as amended, the City established the New York City Human Rights Law, which identified other groups for protection from discrimination in employment; and

Whereas, pursuant to its audit of the Queensborough Community College's (QCC) Equal Employment Opportunity Program, the Equal Employment Practices Commission (EEPC) issued a preliminary determination letter, dated October 6, 2011, setting forth its findings and recommended corrective actions; and

Whereas, the QCC submitted its response to the EEPC's preliminary determination letter, on November 17, 2011; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC issued a letter in lieu of a final determination on December 5, 2011, confirming the QCC's agreement with all audit recommendations; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC was required to monitor the QCC for a period not to exceed six months, from January 2012 through June 2012, to determine whether it implemented the aforementioned recommended corrective actions; and

Whereas, the Queensborough Community College submitted its Final Compliance Report on June 6, 2012; and

Whereas, all of the aforementioned recommended corrective actions are required by, or are consistent with, the City University of New York's Policies and Procedures on Nondiscrimination and Sexual Harassment; and

Whereas, the members of this Commission have reviewed a Compliance Summary Report prepared by EEPC staff, affirming that the aforementioned recommendations have been implemented to the Commission's satisfaction. Now Therefore,

Be It Resolved,

that the Queensborough Community College has implemented the recommended corrective actions deemed necessary to ensure compliance with equal employment opportunity pursuant to the requirements of Chapters 35 and 36 of the City Charter.

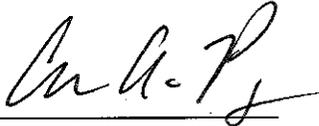
Be It Finally Resolved,

that the Commission authorizes the Chair, Cesar A. Perez, to forward a letter to the Queensborough Community College President, Dr. Diane Bova Call, formally informing her that the QCC has implemented the recommended corrective actions to the Commission's satisfaction.

Approved unanimously on June 28, 2012

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner



Cesar A. Perez, Esq.
Chair

Hall, Mavis

From: Call, Diane B.
Sent: Thursday, February 09, 2012 5:11 PM
To: Everyone
Subject: Equal Employment Practices

**Queensborough Community College
of The City University of New York**

To: All Employees
From: President Diane Call
Date: February 9, 2012
Subject: Equal Employment Practices

I would like to reaffirm my dedication to maintaining a work environment that recognizes and appreciates the diversity of its workforce.

Queensborough Community College is an equal employment opportunity employer committed to compliance with federal, state and local laws prohibiting employment discrimination. Employment decisions at Queensborough College will be made on the basis of merit and in compliance with equality the policy of The City University of New York to recruit, employ, retain, promote, and provide benefits to employees without regard to race, color, creed, national origin, ethnicity, ancestry, religion, age, gender, sexual orientation, gender identity, marital status, legally registered domestic partnership status, disability, predisposing genetic characteristics, alien status, citizenship, military or veteran status, or status as a victim of domestic violence.

In response to the preliminary determinations and corrective actions/ recommendations identified in our recent audit by the Equal Employment Practices Commission (EEPC) for the period of July 1, 2007 – June 30, 2010, Queensborough Community College will take the following actions to be in full compliance with CUNY's Affirmative Action/Equal Employment Opportunity and Diversity Policy, as well as the Commission's policies and EEO standards expressed in the Federal, State and City Human Rights Laws:

Compliance with EEO Training Standards

In addition to continuing to include the Affirmative Action/Equal Employment Opportunity and Diversity related policies, rights and procedures in the materials provided to new hires during group and one-on-one orientations, our training plan to ensure that all individuals who work within the college, including managers and supervisors, are trained concerning AA/EEO and Diversity related policies, rights and responsibilities includes the following:

Communication of policies, including definitions and identification of AA/CDO contact (Ms. Mavis Hall, A 309), via e-mail notification, website and campus postings using digital signage/posters, as well as offering educational activities/training.

Awareness and training will be included via employee orientations, search committee charge meetings, workshops co-sponsored with student clubs, faculty development (CETL), campus events facilitated by the Affirmative Action Education Committee, and those identified in collaboration with union leadership.

EEO Internal Discrimination Complaint Files

The Affirmative Action / Compliance and Diversity Office will continue to ensure that all discrimination complaint files contain:

- the Charge of Discrimination Form completed by the complainant or AA/CDO;
- Written notification informing the complainant and accused that an investigation has begun, which may include interviews with third parties, and that the President shall determine what action, if any, will be taken after the investigation is complete;
- The Actions Taken in Response to Discrimination/Harassment Complaint Form signed by the President; and
- Written documentation that the complainant(s) and respondent(s) are apprised in writing of the action taken as a result of the complaint.

Compliance with Selection and Recruitment System

All advertisement/job postings will be reviewed by Human Resources and the Affirmative Action/ Compliance and Diversity Office to ensure that the QCC Equal Opportunity Employer tagline statement of non-discrimination in our employment practices is included.

I thank you for sharing my commitment to creating a work environment that encourages and appreciates diversity.

Thank you.