The Equal Employment Opportunity and Affirmative Action OFCCP COMPLIANCE EVALUATION HAS BEGUN!
UC San Diego is a federal contractor

- Student and Tuition Fees: $350M (11%)
- Medical Center: $959M (30%)
- Private and Local Grants and Contracts: $752M (20%)
- State Educational Appropriations: $298M (9%)
- Auxiliary Enterprises: $136M (4%)
- Other: $0.5M (2%)
- Federal Grants and Contracts: $752M (24%)
Federal Compliance

Department of Labor

EEOC
Equal Employment Opportunity Commission
Enforces Title VII
Civil Rights Act of 1964

OFCCP
Office of Federal Contract Compliance Programs
50+ employees
$50,000 in federal funding
What are the consequences for not passing an OFCCP compliance evaluation?

The ultimate sanction for EEO/AA violations is debarment - the loss of a company's federal contracts. Other forms of relief to victims of discrimination may also be available, including back pay for lost wages.
When was UCSD’s last audit?

What did UC San Diego pay in its last audit?
OFCCP Compliance Evaluation

• Stage 1: Desk Audit began July 26, 2012
  - 30 days to respond
  - Materials were submitted on time on August 27, 2012
What was submitted?

1. Academic and Staff Affirmative Action Plans
   (Includes staff data from Nov. 1, 2009 – Oct. 31, 2010)

2. OFCCP Itemized Listings
OFCCP Scheduling Letter

Itemized Listing

- Organizational Profile
- Job group listing
- Percentage of females and minorities in each job group
- Availability of females and minorities in each job group
- Comparison of incumbent females and minorities to availability in each job group
OFCCP Scheduling Letter
Itemized Listing

- Placement goals for each job group with underutilization
- 3 years of EEO1 reports – prepared by UCOP (Vets 100A reports and IPEDS reports)
- Copies of Collective Bargaining agreements
- Progress on our affirmative action goals
  - Job group representation at Nov. 1, 2009
  - Placement goals beginning Nov. 1, 2009
  - Placements (hires and promotions/reclasses) into areas with goals and good faith efforts
Employment activity data for Nov. 1, 2009 - Oct. 31, 2010

- Applicants and hires by job group (females and minorities compared to males and whites)
- Analysis of our selection process – eliminates discrimination?
- Promotions and Reclassifications by job group (females and minorities compared to males and whites)
- Terminations by job group (total terminations compared to female and minority terminations)
OFCCP Scheduling Letter
Itemized Listing

- Annualized compensation data (wages, salaries, commissions, bonuses) by rate for all employees
  - Separated by race and gender
What is the OFCCP looking for?

• What are UC San Diego’s EO/AA “Good Faith Efforts” and are they working?
• Is there systemic discrimination in UC San Diego policies and procedures throughout the employee life cycle?
• Do managers and supervisors know their policies and are they following them?
What’s next? 
(Sep tem ber - Novem ber 2012)

Desk Audit: 2 - 4 months of additional OFCCP data requests and analysis

Possible data requests include:
- additional employment data by job title, department, or VC area
- hiring requisitions in areas of concern
- additional compensation data
What happens after the desk audit?

Stage 2: Onsite Visit

(December 2012/January 2013)
- Entrance conference with the Chancellor and other top leaders
- Office space in EO/SAA
- Campus Tour
- Additional data requests
- Interviews with managers and supervisors
How do you measure EEO/AA?

• Underutilization: A two-factor analysis
  – UC San Diego Applicant and employee demographic data
  – Availability data from the U.S. Census

• Employment actions (new hires, promotions, reclassifications, separations/layoffs)
If underutilization or discrimination occurs...

- Goals must be established to address underutilized areas.
- Action-oriented programs must be established and executed to correct those identified problem areas.
- Compliance is not measured by whether it met all its goals, but rather whether it made a “good faith effort” to do so.
The OFCCP indicates that goals "... may not be rigid and inflexible quotas which must be met, but must be targets reasonable attainable by means of applying every good faith effort to make all aspects of the entire affirmative action program work."
What are managers and supervisor’s Equal Employment Opportunity/Affirmative Action responsibilities?
Supervisors and managers are responsible for making good faith EO/AA efforts through all of the following employment actions:

- Recruitment and Outreach
- Interviewing and Selection
- Onboarding
- Promotion/Reclassification
- Retention/Career Planning/Career Development Opportunities
- Disciplinary Actions
- Separation/Layoff/Retirement
What Academic Affairs areas did they interview last time?
What Academic Affairs areas did they interview last time?

- Vice Chancellor Academic Affairs
- Extension
- Academic Personnel
- Library
- Cognitive Science
- Psychology
- CSE Engineering
- Chemistry
- Biological Sciences
- Communication
What questions were asked of managers and supervisors the last time?
What questions were asked of managers and supervisors the last time?

- Have you read the AAP?
- From what you’ve read in the AAP, who is responsible for affirmative action at UCSD?
- What is your definition of affirmative action?
- What is your definition of equal employment opportunity or EEO?
- What are your specific responsibilities as a manager for EEO and AA?
- How would you as a manager go about accomplishing affirmative action policy at UCSD?
- What specific efforts have you undertaken to meet your affirmative action goals?
What questions were asked of managers and supervisors the last time?

- In the last one or two years, have you attended any formal training or informal briefings on EEO or AA?
- Have you provided affirmative action training and/or briefings to your managers and supervisors?
- Have you been required to submit any reports with regard to your affirmative action accomplishments or lack of accomplishments?
- In recruitment xyz, why was this candidate hired over other candidates?
- In recruitment xyz, why was this candidate not selected for interview?
What are some things you can do to prepare?
What are some things you can do to prepare?

- Become familiar with the Staff Affirmative Action Plan.
- Be able to identify the underutilized areas and affirmative action goals in your VC area/department.
- Become educated on your EO/AA responsibilities through classes, blink pages, etc.
- Help others in your area become aware of EEO/AA responsibilities.
- Ask for help if there are complaints that may involve discrimination or diversity issues in your area.
EO/AA Resources

• Staff Affirmative Action Plan
  http://blink.ucsd.edu/HR/policies/affirmative/plan.html

• EEO/AA FAQs
  http://blink.ucsd.edu/HR/policies/affirmative/faq.html

• Consultation/Problem Resolution/Complaint Investigation
  http://blink.ucsd.edu/HR/policies/affirmative/conciliation.html

• EO/AA briefings at HR Contacts meetings– Winter 2013
EEO/AA Staff Education and Development Classes

Employment Discrimination Law class
    Thursday, October 25
    8:30 am – 10 am

Employment Hiring class
    Tuesday, October 30
    1 pm – 4:30 pm
Culturally Competent Management Program

Next class: Friday, October 12
8 am - 12:30 pm
Cross Cultural Center

3 hour e-Learning prerequisite

** Special classes can be scheduled for your department at no charge**
Future EEO/AA Resources

EEO/AA eLearning Course

• Fall 2013

Topics include:

• EEO/AA – Things you need to know (definitions, laws including Prop 209, enforcing agencies)
• University of California and EEO/AA
• EEO/AA at UC San Diego (Responsibilities, policies, and more)
Other EO/SAA Announcements
Career Connection
Career Panel: Mentorship

Tuesday, September 18
12 pm – 1pm
SIO Martin Johnson House (T29)

Moderator: Michelle Session
Panelists: Scott Primack (mentee), Gina Kim (mentee), Davyda Johnson (mentor)
Mentorship

A collaborative process to embrace the person you want to be and create the life you want to live.
Mentors and Mentees wanted!
Mentorship Program – Fall 2012

• **Register by September 28, 2012** at [http://mentorship.ucsd.edu](http://mentorship.ucsd.edu)

• Participants will meet with their mentor once a month, for about an hour, over a period of approximately six months.

• Mentors and mentees are matched to most closely fit the mentee’s occupational goals and objectives.
Mentee Benefits

Stick with me kid and I'll show you the ropes

My, hero!
Mentee Benefits

UC San Diego staff employees who participate as mentees benefit from:

• Guidance, direction, advice, and encouragement from a mentor as professional confidante.

• Formal and informal networking opportunities.

• Development of an effective credential package for that desired job or career.

• Recognition by Career Connection with a certificate of appreciation.
Mentor Benefits

- Mentor relationships are a fantastic opportunity to use your talent, knowledge, and ideas to make a difference in another person's professional growth and development.
- As a mentor, you will find yourself being a guide, a networking resource and a coach reinforcing positive accomplishments.
- You have the opportunity to encourage and guide a fellow employee in a direction that will enhance their career.
What guidance is provided to mentors and mentees?

- Mentors and mentees are provided with a UC San Diego Mentorship Program Guidebook, which includes a mentorship program contract, instructions, guidelines, and the Career Development Plan to be completed by the mentee.
- Trainings on “Effective Mentoring” are offered through Staff Education and Development and networking mixers are offered periodically for participants.
- Consultations are available for mentors regarding their mentee or program issues.
- Recognition of the mentors to their respective Vice Chancellor is coordinated by Career Connection for each year of participation.
Requirements to become a mentee

• Any UC San Diego staff member can become a mentee in this program.
• Mentees are required to take four out of the six Career Connection Core workshops and complete their Career Development Plan to share with their mentor.
• Mentees must be willing to accept constructive feedback from their mentors related to their resume, career goals and objectives and commit themselves to continuous growth and improvement in work skills and values in order to increase their quality of life.
Requirements to become a mentor

- Mentors should be seasoned UC San Diego staff members who can commit to at least a one hour meeting every month for six months with a fellow UC San Diego employee.
- Mentors should be honest, committed, respectful of their mentees, and willing to share themselves.
- Mentors agree to provide feedback on the mentee’s Career Development Plan goals and objectives.
- Mentors should be professional and straightforward at all times and are asked to keep all personal and work discussions confidential.
Spring 2012
Academic Affairs
Mentors:

- Alicia Ingold
- Sharon Kelley
- Erica Kosa
- Tehseen Lazzouni
- Anna Lu McGhee
- Jennifer Oh
- Alma Palazzo
- Juan Rivera, Jr.
- Victoria Scales
- Carolyn Sheehan
- Roger Smith
- Shawn Strande
- Erica Twining
- Mona Wong-Barnum

- Engeline Rebecca Arce
- Billiekai Boughton
- Rebecca Burrola
- Penny Coppemoll Blach
- Christine Coulibaly
- Rebecca Culbertson
- Melanie Davidson
- Lourdes Guardiano-Durkin
- Michelle Hermas
- Cindy Hsu