

# 7.5 DIVERSITY, EQUITY & INCLUSION

Original Date of Issue: 4/20/2005  
Revised: 2/28/2018

## 1. Purpose

The purpose of this policy is to reaffirm and restate Delaware County Community College's (DCCC) commitment to diversity, equity and inclusion to promote a just community in pursuit of social justice. As an institution of higher education, DCCC recognizes its responsibility to enhance the College's existing institutional climate and maintain an environment that affirms the diversity of its people and ideas. DCCC celebrates, supports, embraces and actively pursues a policy of inclusiveness that reflects and appreciates the diversity of the community it serves. Regardless of race, sex (including pregnancy), gender, age, ethnicity, cultural heritage, nationality, religious or political beliefs, linguistic background, sexual orientation or gender identity, socioeconomic status, genetic information, veteran or disability, every student, faculty, and staff member have the right to inclusion, respect, agency and voice at Delaware County Community College.

Through the fulfillment of our mission statement "to facilitate learning by providing quality educational programs and services that are student-focused, accessible, comprehensive and flexible to meet the educational needs of the diverse communities we serve," DCCC will develop an understanding of who our students and employees are, and what our students and employees need in order to achieve their educational and career goals. Fortified with that understanding, we will strive to create and maintain a working and learning environment that engages differences and reinforces behaviors that embrace compassion, civility, justice, mutual respect, and social responsibility. Through increased awareness and understanding, we will value and respect the rich contributions that each faculty member, staff and student brings to DCCC. Collectively, these contributions will demonstrate DCCC's commitment to diversity, equity and inclusion and encourage others to join the college community in our efforts to promote effective citizenship for a changing world. The College is committed to developing strategies to ensure the composition of the College and its organizational climate reflects the highest commitment to diversity and respect for individual differences.

## 2. Policy

Delaware County Community College (DCCC) understands the importance of valuing and celebrating diversity, equity and inclusion across the institution. The development of every student and employee, regardless of race, sex (including pregnancy), color, national origin, linguistic background, veteran status, genetic information, sexual orientation, gender identity, religion, age, disability, and socioeconomic status, is paramount to the overall success of the College. DCCC is committed to ensuring equal opportunity for all persons as required by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972, and other applicable laws. All inquiries concerning Title VI, Title VII, Title IX and/or 504 Compliance or the American's with Disability Act should be referred to the Vice President of Human Resources.

## General Recruitment and Hiring Practices:

The information below shall be followed with regard to the recruitment and hiring of all employee groups (Faculty, Administrators and Support staff):

### A. Recruitment and Employment:

1. Applicants for employment are considered and placed without regard to race, sex (including pregnancy), gender, age, ethnicity, cultural heritage, nationality, religious or political beliefs, linguistic background, sexual orientation or gender identity, socioeconomic status, genetic information, veteran and/or disability.
2. DCCC will ensure that all employment practices are in compliance with federal, state and local laws.
3. DCCC will hire candidates based solely on their education, skills, and experience pursuant to the position for which they are applying.
4. The College will implement an Applicant Tracking System that will assist Hiring Managers with attracting and retaining qualified diverse candidates.
5. The College will provide equal opportunities before and during employment by administering each and every phase of its personnel program, without regard to race, sex (including pregnancy), gender, age, ethnicity, cultural heritage, nationality, religious or political beliefs, linguistic background, sexual orientation or gender identity, socioeconomic status, genetic information, veteran and/or disability.
6. DCCC will ensure that all Search Committees formed are comprised of employees from diverse backgrounds, and across teams.
7. The Human Resources Department, in cooperation with the Department or Unit that holds the vacancy, shall make special efforts to increase the diversity of the applicant pool.
8. The Human Resources Department reserves the right to select advertising sources believed to help provide a qualified and diverse pool of applicants, in an effort to support the need for diversity.
9. To achieve appropriate salaries for all employees in every job category, the College will conduct a periodic salary review to ensure equity. Salaries for personnel will be reviewed to ensure salaries are commensurate with their qualifications, experience and work. Salaries shall be determined using these factors with merit as a consideration.
10. In the event a qualified applicant has disability which is a qualifying disability under the Americans' with Disability Act, the College, in conjunction with the applicant, shall determine whether the applicant can perform the essential functions of the position, and what reasonable accommodations may be necessary to perform the essential functions of the job.
11. To the extent known, an annual update identifying the diversity characteristics of the College employees will be compiled to permit an analysis of the diversity of the College's academic and non-academic personnel, the development of diversity initiatives and the completion of any government reporting requirements.

### B. Training and Professional Development:

DCCC understands the importance of training and development of its employees. The College will offer an array of innovative and diverse

programs in support of the College's commitment to student and employee development and institutional enrichment.

**C. Diversity, Equity and Inclusion Action Steps:**

To support the College's diversity, equity and inclusion initiatives, DCCC will

1. Continue to review and modify the College's policies and procedures to ensure the inclusion of diversity and equity; and identify the needs for additional policies to support employee and student success.
2. Implement recruiting strategies to attract and retain diverse employees to support our students and the campus community and to foster a climate of inclusivity.
3. Develop and implement diversity, equity and inclusion workshops for employees and students in an effort to educate the College community on the importance of diversity in the workplace.
4. Develop and implement an annual mandatory diversity training for all employees, including Adjunct Faculty.
5. Ensure that every student and employee is entitled to an educational/working environment which promotes the dignity and respect of all individuals, regardless of differences. No form of intimidation, bullying, harassment, or discrimination will be tolerated.

### **3. Conclusion:**

DCCC is committed to being a responsible institution that reduces and/or eliminates educational and job inequities among all people. As an institution of higher education, DCCC understands the importance of maintaining an environment that affirms the diversity of people and ideas.

The Board of Trustees and the President will continue to lead DCCC's commitment to open access to education, diversity, cultural sensitivity, and equal opportunity in employment. This commitment serves to promote a college-wide environment of collegiality, inclusiveness, respect, and cultural competence.