

EXECUTIVE ORDER 11246 AFFIRMATIVE ACTION PLAN (AAP)

for

**CSU Channel Islands
One University Drive
Camarillo, CA 93012
(805) 437-8400**

July 1, 2009 through June 30, 2010

PART I: AAP FOR MINORITIES AND WOMEN

**PART II: AAP FOR COVERED VETERANS
AND PERSONS WITH DISABILITIES**

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CSU Channel Islands wishes to make it clear that it does not consent to the release of any information whatsoever contained in this AAP under the Freedom of Information Act or otherwise. If the U.S. Government, or any agency or subdivision thereof, is considering breaching the conditions under which this AAP was loaned to such Government, or is considering a request for release of this AAP under the Freedom of Information Act, a request is hereby made that the Government immediately notify the President of CSU Channel Islands of any and all Freedom of Information Act requests received by the Government or any other contemplated release of this AAP by the Government which relates to information obtained by the Government from the Company. We further request that everyone who has any contact with this AAP or its supporting data treat such information as totally confidential and that such information not be released to any person whatsoever. Retention or disclosure of information relating to identifiable individuals may also violate the Privacy Act of 1974.

**CSU Channel Islands AAP
for**

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INTRODUCTION TO PARTS I AND II

Background

California State University Channel Islands (CI) is a four-year public university committed to the highest ideals and standards in education subject to the affirmative action requirements of Executive Order 11246, the Rehabilitation Act of 1973 as amended, and the Vietnam Veterans' Readjustment Assistance Act of 1974, Section 4212.

Affirmative Action is a term that encompasses any measure adopted by an employer to correct or to compensate for past or present discrimination or to prevent discrimination from recurring in the future. Affirmative Action goes beyond the simple termination of a discriminatory practice.

As stipulated in federal regulations, a prerequisite to the development of a satisfactory Affirmative Action Plan is the evaluation of opportunities for protected group members, as well as an identification and analysis of problem areas inherent in their employment. Also, where a statistical analysis of the employee workforce reveals a numeric disparity between incumbency and availability of minorities or women, an adequate AAP details specific affirmative action steps to guarantee equal employment opportunity. These steps are keyed to the problems and needs of protected group members. For minorities and women, such steps include the development of hiring and promotion goals to rectify the disparity between incumbency and availability. It is toward this end that the following AAP of California State University Channel Islands was developed.

At CI, students are the focus of all of our educational endeavors. We strive to involve, engage, and enrich their lives in a welcoming environment in which they participate as members of a unique learning community. Students are able to shape, develop, and expand academic and student life programs. Amid historic, Spanish-styled buildings and courtyards, in an open atmosphere of communication and discourse, they become active partners in learning. In just a short time, CI has become known for its creative, interdisciplinary approach, the combining of courses and programs such as art with science, history with business, or other subjects that give students broader and deeper perspectives.

Academic and student life programs are also created with multicultural and international views, providing an understanding and appreciation of cultural differences and preparing students for life and work in an increasingly diverse world. At the same time, students are exposed to experiences that shape human values such as integrity, respect, and commitment. The value of these programs is made possible by faculty members who are caring and generous with their time. They inspire students to question, think critically, and explore. Our faculty members are accessible, encouraging students to pursue in-depth inquiry and engage in lively discussions that further illuminate and expand learning. CI faculty and staff also create programs that respond to the needs of business and community, whether it's to answer the region's need for dedicated teachers and school administrators or for working adults who seek further education or to improve their skills and employment opportunities.

The CI difference can be measured by the breadth and scope of these educational programs and experiences, guided by a dedicated faculty and staff who are determined to see that students succeed. Ultimately, CI students emerge as well-rounded, responsible, and committed individuals who will assume leadership roles in their personal and professional lives.

The entire CI community is committed to the goals of equal opportunity and affirmative action in education and employment. It aims to provide an academic and work environment for staff and students that fosters fairness, equity, and respect for social and cultural diversity, and that is free from unlawful discrimination, harassment or any conduct that does not embrace the value of our differences.

Applicable Affirmative Action Laws and Regulations

California State University Channel Islands' AAP for minorities and women (Part I) has been prepared according to Executive Order No. 11246, as amended, and Title 41, Code of Federal Regulations, Part 60-1 (Equal Employment Opportunity Duties of Government Contractors), Part 60-2 (Affirmative Action Programs of Government Non-Construction Contractors; also known as "Revised Order No. 4"), and Part 60-20 (Sex Discrimination Guidelines for Government Contractors).

California State University Channel Islands has developed separately an Affirmative Action Plan for covered veterans and persons with disabilities (Part II) prepared in accordance with the Rehabilitation Act of 1973, Section 503, as amended and Title 41, Code of Federal Regulations, Part 60-741 (Affirmative Action Program for Handicapped Persons), the Vietnam Era Veterans' Readjustment Assistance Act of 1974, Section 4212, as amended, and Title 41 Code of Federal Regulations, Part 60-250 (Affirmative Action Program for Covered Veterans).

The Veterans Employment Opportunities Act of 1998 (VEOA), Public Law 105-339, effective October 31, 1998, increased the threshold for coverage under VEVRAA from a contract of \$10,000, or more to a contract of \$25,000 or more; extended the law's protections to "veterans who served on active duty during a war or in a campaign for which a campaign badge was authorized; and, provides temporary (up to one year) protection to veterans who do not have a service connected disability, did not see action in a foreign war and did not serve during the Vietnam era."

The Jobs for Veterans Act (JFVA), Public Law 107-288, effective December 1, 2003, increased the threshold for coverage under 38 U.S.C. §4212 from \$25,000 to \$100,000; grants VEVRAA protection to those veterans who, while serving on active duty in the Armed Forces, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985 (62 Fed. Reg. 1209); changes the definition of "recently separated veteran" to include "any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty"; changes "Special Disabled Veterans" to "Disabled Veterans," expanding the coverage to conform to 38 U.S.C. § 4211 (3); and, following publication of the final regulations, requires contractors to post job listings with their local employment service delivery system.

Protected Groups

Coverage under affirmative action laws and regulations applies to:

Women and minorities who are recognized as belonging to or identifying with the following race or ethnic groups: Blacks/African Americans, Hispanics/Latinos, Asians/Pacific Islanders, and American Indians/Alaskan Natives.

Any veteran who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or who was discharged or released from active duty because of a service-connected disability.

Recently separated veterans: any veteran currently within three years of discharge or release from active duty.

Veterans who received an "Armed Forces Medal."

Other protected veterans who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized, under the laws administered by then Department of Defense.

An individual with a disability: 1) a person who has a physical or mental impairment that substantially limits one or more of his/her major life activities; (2) has a record of such impairment, or (3) is regarded as having such an impairment.

Program Terminology

The terms, "comparison of incumbency to availability," "deficiency," and "problem area," appearing in this AAP, are terms California State University Channel Islands is required by government regulations to use. The criteria used in relation to these terms are those specified by the government. These terms have no independent legal or factual significance whatsoever. Although California State University Channel Islands will use the terms in total good faith in connection with its AAP, such use does not necessarily signify that the University agrees that these terms are properly applied to any particular factual situation and is not an admission of non-compliance with EEO laws, regulations, and objectives.

The comparison of incumbency to availability contained herein is required by Government regulations to be based on certain statistical comparisons. Geographic areas and sources of statistics used herein for these comparisons were used in compliance with Government regulations, as interpreted by Government representatives. The use of certain geographic areas and sources of statistics does not indicate California State University Channel Islands' agreement that the geographic areas are appropriate in all instances of use or that the sources of statistics are the most relevant. The use of such geographic areas and statistics may have no significance outside the context of this AAP. Such statistics and geographic areas will be used, however, in total good faith with respect to this AAP.

The grouping of job titles into a given job group does not suggest that California State University Channel Islands believes the jobs so grouped are of comparable worth.

Whenever the term "goal" is used, it is expressly intended that it "should not be used to discriminate against any applicant or employee because of race, color, religion, gender, or national origin," as stated in Title 41 Code of Federal Regulations, Part 60-2.16(e)(2).

This AAP is not intended to create any contractual or other rights in any person or entity.

Reliance on EEOC's Guidelines

Although California State University Channel Islands does not believe any violation of Title VII of the Civil Rights Act exists, it has developed this AAP in accordance with and in reliance upon the EEOC's Guidelines on Affirmative Action, Title 29 Code of Federal Regulations, Part 1608.

Reporting Period

This AAP is designed to cover the following reporting period: July 1, 2009 to June 30, 2010.

Statement of Purpose for Parts I and II

This AAP has been designed to bring women and men, members of minority groups, covered veterans, and persons with disabilities into all levels and segments of California State University Channel Islands' workforce in proportion to their representation in the qualified relevant labor market.

The AAP, therefore, is a detailed, results-oriented set of procedures which, when carried out, results in full compliance with equal employment opportunity requirements through the equal treatment of all people.

The manner in which this is to be accomplished becomes technical and somewhat complicated. There are several reasons for this. First, California State University Channel Islands is subject to and must address a variety of State and Federal laws and guidelines dealing with equal employment opportunity and affirmative action. These guidelines and requirements are in themselves somewhat technical and complex. In addition, relevant court decisions, which are often useful in interpreting, but sometimes conflicting with these requirements and guidelines, must be taken into account when developing and implementing the AAP. Furthermore, in determining California State University Channel Islands' current equal employment opportunity and affirmative action position and its desired future achievements, numbers, percentages, statistics, and numerous calculations and computations must come into play.

The technical, legal, and mathematical aspects of the AAP, however, all have one common purpose to allow us to properly identify three key concepts:

1. Where we stand now,
2. Where we must go,
3. How best to get there.

These three concepts are the Affirmative Action Plan.

CSU Channel Islands

PART I: AFFIRMATIVE ACTION PLAN FOR MINORITIES AND WOMEN

July 1, 2009 through June 30, 2010

PART I

AAP FOR MINORITIES AND WOMEN

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PART I: AAP FOR MINORITIES AND WOMEN

Chapter 1: Organizational Profile

41 C.F.R. § 60-2.11

Workforce Analysis/Lines of Progression

California State University Channel Islands conducted a Workforce Analysis to identify employees by gender and race/ethnicity in each job title. The data was collected from records covering the 2009 - 2010 fiscal year. Job titles are listed by organizational unit. Job titles are listed from lowest to highest paid. The list includes all job titles, including departmental supervision, exempt, and nonexempt titles.

For each job title, California State University Channel Islands identified the total number of employees, the number of male and female employees, the total number of minority employees, the male and female minority employees, the total number of employees who are White, Black, Hispanic, Asian, American Indian or Alaskan Native employees, Native Hawaiian or Pacific Islander, and Two or More races, and the male and female employees within each of these race/ethnic groups.

Lines of Progression

Developed in conjunction with the workforce analysis is information on California State University Channel Islands' lines of progression. Lines of progression (career ladders/career paths) identify the job titles through which an employee can move to the top of a line. For each line of progression, applicable departments are identified. These are the departments which employ persons in the job titles in the specified line of progression. Some lines of progression are limited to only one department, while others are found throughout several departments.

The Workforce Analysis can be evaluated to ascertain whether they provide to our employees the optimum career mobility and opportunities for advancement. The Workforce Analysis/Lines of Progression report is available upon request. A summary of this report is included within this Plan.

See *Exhibit 1*, the *Workforce Analysis Summary*, for a summary of the results per organizational unit.

Chapter 2: Job Group Analysis

41 C.F.R. § 60-2.12

Although the workforce analysis was conducted individually for every job title, after it was completed, job titles were grouped for the comparison of incumbency to availability and for setting goals. There were several reasons for grouping jobs.

Many job titles are so similar in content that handling them individually in the AAP is not necessary. Grouping together these very similar titles is appropriate for the comparison of incumbency to availability. For many job titles, the availability data that can be collected is limited, and the same data must be used for several related jobs. Therefore, grouping these related titles together is logical. Also, many job titles have so few incumbents in them that identifying disparities between incumbency and availability by job title is meaningless as problem areas would be identified in terms of fractions of people. By grouping several similar titles and increasing the number of employees involved, a meaningful comparison can be conducted; any identified problem areas are more likely to be in terms of whole people. Consequently, goals established to correct problem areas are also more likely to be in terms of whole people.

A fundamental aspect of grouping job titles is that they are similar or related jobs. That is the most critical guideline in creating job groups. Above all, the job titles placed into a job group must be more similar or related to each other than the job titles in other job groups.

Job groups must have enough incumbents to permit meaningful comparisons of incumbency to availability and goal setting. Ideally, if a job group is identified as containing a problem area, it should be large enough that a goal of at least one whole person can be established. No minimum size has been established for this purpose, however, since it is dependent not only on the size of the job group, but also on the size of the availability percentage and the number of minorities or women already employed in the job group.

It may not be possible for a smaller contractor's job groups to meet the guideline of not crossing EEO categories. While there are usually two or more job groups within each EEO-1 or EEO-6 category, for smaller contractors this may not be feasible due to a greater range of responsibilities among fewer jobs.

CSU Channel Islands did not combine job titles with different content, wages, or opportunities if doing so would have obscured problem areas (e.g., job groups which combine jobs in which minorities or women are concentrated with jobs in which they are underrepresented).

Chapter 5: Comparing Incumbency to Availability
41 C.F.R. § 60-2.15

Once final availability estimates were made for each job group, CSU Channel Islands compared the percentage of incumbents in each job group to their corresponding availability. A comparison was made between the percentage employed as of June 30, 2010 and that group's final availability.

CI uses the 80% rule with whole person statistical test when comparing incumbency to availability. The 80% rule with whole person is a standard rule defined in the uniform guidelines. A violation of this rule occurs if a group's incumbency is less than 80% of the group's availability. The additional number needed is rounded down to the next whole person. A "violation" of the 80% rule with whole person is not, nor does it suggest, a violation of any law, policy, mandate, or affirmative action program. Instead, the 80% of the whole person test can be used as an indicator of an area that may require further analysis to determine what the basis for the disparity between incumbency and availability is and whether any action should be taken as part of our overall affirmative action program.

See *Exhibit 5, the Comparison of Incumbency to Availability* for the results per job group.

Chapter 6: Placement Goals

41 C.F.R. § 60-2.16

The CSU Budget Deficit

The CSU has significantly reduced hiring for non-essential positions, as part of a number of measures taken by the CSU to withstand the current budget shortfall. These actions will restrict the steps CI may take to address key areas of this Plan, particularly as it relates to hiring. CI will strive, as it always has, to recruit, develop and maintain a workforce reflective of our diverse community in light of our very limited resources.

Generally, an institution establishes annual placement goals whenever minority or female representation in a job group is less than would reasonably be expected given their availability. These placement goals would seek to address underrepresentation and are not rigid and inflexible quotas which must be met, but are instead targets reasonably attainable by means of applying every good faith effort to make all aspects of the entire AAP work.

Unfortunately, due to the current budget deficit, specific placement goals cannot be set. The uncertainty of available resources would render any goals far too speculative to be meaningful. Notwithstanding these circumstances, CI has included a "placement goals" report reflecting the University's employee incumbency as compared to availability as a quick reference of where we currently stand and as a tool for future planning.

See *Exhibit 6, the Placement Goals Report*, as a statistical indicator for identifying and defining campus placement goals. A "Yes" or "No" indicator on this report does not mean that we have a goal of hiring or not hiring a specific number of people from a specific minority or gender category. Instead it means that the statistical test applied reflects that representation in a job group is less than would reasonably be expected given the data available supporting their availability.

Chapter 7: Designation of Responsibility

41 C.F.R. § 60-2.17(a)

As part of its efforts to ensure equal employment opportunity to all individuals, CSU Channel Islands has designated specific responsibilities to various staff to ensure the AAP focuses on all components of the employment system. To that end, the President, the Vice President of Finance and Administration, the Director Human Resources Employment Practices, and those employed as supervisors and managers have undertaken the responsibilities described below.

President

The primary responsibility and accountability for implementing the AAP rests with the President. This person is responsible, through the Vice President of Finance and Administration and the Director Human Resources Employment Practices, for adherence to CSU Channel Islands' policy of equal employment opportunity and affirmative action. This role includes, but is not limited to, the following duties:

1. Designate appropriate personnel with the responsibility for overseeing, administering, implementing, and monitoring CSU Channel Islands' AAP. Ensure that these personnel are identified in writing by name and job title.
2. Ensure that those designated personnel responsible for all AAP components are given the necessary authority and top management support and staffing to successfully implement their assigned responsibilities.
3. Impart the personal direction that ensures total involvement and commitment to equal employment opportunity programs through CSU Channel Islands' AAP.

Vice President of Finance and Administration

The Vice President of Finance and Administration is responsible for overall supervision of the AAP. The Vice President of Finance and Administration ensures, through the Director Human Resources Employment Practices and department managers and supervisors, that all relevant policies and procedures are adhered to. Successful implementation of this program is a basis for evaluating the Vice President of Finance and Administration's effective work performance. The Vice President of Finance and Administration's responsibilities include, but are not limited to, the following:

1. Ensure that CSU Channel Islands adheres to the stated policy of equal employment opportunity, and monitor the application of equal employment opportunity policies.
2. Ensure that the AAP is reviewed and updated annually in accordance with CSU Channel Islands' stated policy.
3. Participate in periodic discussions with management, supervision, and all other employed personnel to ensure AAP and equal employment opportunity policies are being followed.
4. Review the qualifications of all employees to ensure equitable opportunity, based on job-related employment practices, is given to all for transfers and promotions.
5. Conduct periodic audits of: 1) training programs and hiring and promotion patterns to remove impediments to the attainment of AAP goals and objectives, 2) facilities to ensure they are maintained for the use and benefit of all employees and integrated both in policy and practice, and 3) sponsored educational, training, recreational, and social activities to ensure that all employees are encouraged to participate in accordance with policies on nondiscrimination.
6. Ensure that all new employees receive a special orientation to CSU Channel Islands' equal employment

opportunity policy and are thoroughly informed with regard to the AAP and its objectives.

7. Periodically analyze applicant flow to determine the mix of persons applying for employment by race/ethnic origin and gender.
8. Ensure that recruitment advertising is placed in minority and female-oriented publications, as applicable.
9. Review all job descriptions and specifications to ensure they are free of discriminatory provisions and artificial barriers. Ensure that all requirements are job-related, that they are realistic, and that they reflect the actual work requirements of the essential job duties.

Director Human Resources Employment Practices

The Director Human Resources Employment Practices is responsible for ensuring the directives of the President and Vice President of Finance and Administration are implemented. These duties include, but are not limited to, the following:

1. Provide direction to CSU Channel Islands' employees, as necessary, to carry out all actions required to meet the University's equal employment opportunity and affirmative action commitments.
2. Review, report on, and update CSU Channel Islands' AAP at least on an annual basis in accordance with stated policy.
3. Responsible for the design and effective implementation of the AAP.
4. Develop, implement, and maintain audit and reporting systems to measure effectiveness of equal employment opportunity programs, including those that will indicate the need for remedial action and determine the degree to which goals and objectives have been obtained.
5. Advise management in the modification and development of CSU Channel Islands' policies to ensure the enhancement of equal employment opportunity for all employees and potential employees within existing equal employment opportunity guidelines.
6. Conduct periodic audits to ensure all required posters and those advertising CSU Channel Islands' equal employment opportunity policies and AAP are displayed and that CSU Channel Islands' equal employment opportunity and AAP policies are being thoroughly communicated.
7. Assist in review and revision of all policies, procedures, and rules to ensure they are not in violation of federal or state laws and regulations.

Managers and Supervisors

In their direct day-to-day contact with CSU Channel Islands' employees, managers and supervisors have assumed certain responsibilities to help the University ensure compliance with equal employment opportunity programs and effective implementation of the AAP. These include, but are not limited to, the following:

1. Aggressively adhere to CSU Channel Islands' equal employment opportunity and affirmative action policy.
 - A. Support and assist the Vice President of Finance and Administration and Director Human Resources Employment Practices in developing, maintaining, and successfully implementing the AAP.

B. Complete progress reports regarding the status of goal achievement.

C. Take action to prevent harassment of employees placed through affirmative action efforts.

2. Assign employees to significant jobs that might lead to greater personal growth and value, and counsel them with respect to what is needed for upward mobility within the employment structure.
3. Ensure that all interviews, offers of employment and/or wage commitments are consistent with CSU Channel Islands' policy.
4. Implement the internal promotion and transfer of all employees under their supervision consistent with AAP goals and objectives.
5. Assist in identifying problem areas and provide needed information for establishing and meeting department affirmative action goals and objectives.

Chapter 8: Identification of Problem Areas

41 C.F.R. § 60-2.17(b)

Terminology

The phrases “comparison of incumbency to availability,” and “problem area” appearing in this chapter are terms CSU Channel Islands is required by government regulations to use. The criteria used in relation to these terms are those specified by the government. These terms have no independent legal or factual significance. Although CSU Channel Islands will use the terms in good faith in connection with its AAP, such use does not necessarily signify the company agrees that these terms are properly applied to any particular factual situation and is not an admission of non-compliance with EEO laws, regulations, and objectives. Whenever the term “goal” is used, it is expressly intended that it “should not be used to discriminate against any applicant or employee because of race, color, religion, gender, or national origin,” as stated in Title 41 Code of Federal Regulations, Part 60-2.16(e).

In addition to comparing incumbency to availability within job groups, California State University Channel Islands has conducted studies to identify problem areas in each of its selection procedures (i.e., hires, promotions, and terminations). California State University Channel Islands will continue to monitor and update these studies during each AAP year. In each case where potential problem areas have been identified, affirmative actions, as appropriate, will be taken consistent with any of the action-oriented programs described in Chapter 9 of this AAP.

Goals are established within each of the job groups at no less than the current availability data for the job group.

Background:

Note 1: California State University Channel Islands is one campus within the California State University System, which includes twenty-three campuses and Office of the Chancellor. Any and all references to affirmative steps, actions, or processes within this document are not only subject to applicable state and federal law, but also to the restrictions within the various staff and faculty collective bargaining agreements and Chancellor’s Office Executive Order or other controlling memoranda.

Note 2: The AAP data mapping system will currently only accept seven distinct ethnic "destination codes." Information contained within the CI employee database that did not fit within these predefined destination codes were distributed evenly among the available categories with the goal of minimizing the statistical impact the unknown or uncategorizable data might have on the categorized data.

Note 3: Zip code analysis reports only apply to job groups where populated census data is available.

Note 4: CI uses the 80% rule with whole person statistical test for the reports attached to the AAP. The 80% rule with whole person is a standard rule defined in the uniform guidelines. A violation of this rule occurs if a group's incumbency is less than 80% of the group's availability. The additional number needed is rounded down to the next whole person. A "violation" of the 80% rule with whole person is not, nor does it suggest, a violation of any law, policy, mandate, or affirmative action program. Instead, the 80% of the whole person test can be used as an indicator of an area that may require further analysis to determine what the basis for the disparity between incumbency and availability is and whether any action should be taken as part of our overall affirmative action program.

Note 5: The CI employee database does not currently contain or track the number of current employees that are promotable, transferable, and trainable within the organization. Therefore, the internal availability factor cannot currently be considered into the availability analysis.

41 C.F.R. § 60-2.17(b)(1): Workforce by Organizational Unit and Job Group

An analysis of minority and female distribution within each organizational unit was accomplished by a review of the CI Workforce Analysis and of *Exhibit 1*, the *Workforce Analysis Summary*.

An analysis of minority and female utilization within each job group was accomplished by a review of *Exhibit 5*, the *Comparison of Incumbency to Availability Reports*.

41 C.F.R. § 60-2.17(b)(2): Personnel Activity

Applicant flow, hires, promotions, and terminations were analyzed by job group. An analysis of selection disparities in personnel activity between men/women and whites/minorities was accomplished by a thorough examination of transaction data. See *Exhibit 7*, the *Summary of Personnel Transactions Report* for each job group and *Exhibit 9*, the *Adverse Impact Report* for personnel transactions.

41 C.F.R. § 60-2.17(b)(3): Compensation Systems

Compensation analyses were conducted by comparing the salaries for men v. women, and whites v. minorities in each job group. This statistical analysis serves as a resource for the University's senior managers to consider when establishing and modifying employee compensation.

Chapter 9: Action-Oriented Programs

41 C.F.R. § 60-2.17(c)

California State University Channel Islands tailors our action-oriented programs each year to ensure they are specific to the problem identified.

The CSU Budget Deficit

The CSU budget deficit is the result of the state's reduced support to the CSU as lawmakers contend with closing California's budget gap. This deficit will significantly restrict CI's action-oriented programs, particularly as it relates to hiring or commitment of such limited resources. CI will strive, as it always has, to recruit, develop and maintain a workforce reflective of our diverse community in light of our very limited resources. However, due to the current budget restrictions, CI will not implement any of the Recruitment Programs nor any of the Job Specification or Job Advancement Programs below that require commitment of additional state resources.

Action-Oriented Programs:

The Action-Oriented Programs designed to address the underutilization of women and minorities are listed below. These Action-Oriented Programs will be carried out throughout the AAP year. The Vice President for Finance & Administration, with the help of the managers, will be responsible for ensuring that the following are implemented.

Recruitment:

1. California State University Channel Islands will strive to advertise employment opportunity announcements for key positions in those publications and on websites that will most effectively alert underrepresented groups of campus employment opportunities.
2. Due to the extensive technical education and experience required for some positions, California State University Channel Islands will also continue to place job opportunity announcements on the University website, and in national newspapers when appropriate.
3. Advertisements and newsletters will always carry the Equal Employment Opportunity clause.
4. Minority and female applicants will be considered for all positions for which they are qualified.
5. California State University Channel Islands will participate in job fairs if there are sufficient numbers of openings to warrant participation.
6. When California State University Channel Islands publishes recruiting brochures, it will ensure minority and female members of the workforce are included, as well as in other campus literature.

Job Specifications/Selection Process:

1. Develop position descriptions that accurately reflect position functions, and are consistent for the same position from one location to another.
2. Develop job or worker specifications that contain academic, experience, and skill requirements that do not constitute inadvertent discrimination. Develop specifications that are free from bias with regard to age, race, color, religion, national origin, disability or veteran status.
3. Approved position specifications and worker specifications will be made available to all members of management involved in the recruiting, screening, selection, and promotion process. Copies may also

be made available to recruiting sources.

4. California State University Channel Islands will continue to use only worker specifications that include job-related criteria.
5. California State University Channel Islands will include information to eliminate bias in all personnel actions in its recruiting manual and classification materials for all personnel involved in the recruiting, screening, selection, promotion, disciplinary, and related processes.

Job Advancement:

1. Minority and female employees can be made available for participation in Career Days, Youth Motivation Programs, and related activities in the community, as desired.
2. California State University Channel Islands will continue to post or announce job opportunities. California State University Channel Islands' Job Posting procedure strongly encourages the posting of all positions.
3. Establish, whenever feasible, formal career counseling programs to include attitude development, education, aid, job rotation, buddy system, and similar programs.
4. Review seniority practices to ensure such practices are non-discriminatory and do not have discriminatory effect.
5. Encourage the design of childcare, housing, and transportation programs to improve employment opportunities for minorities and females.
6. California State University Channel Islands will continue to use our formal employee evaluation program. The performance appraisal is used for annual reviews for all employees.
7. Employees can work with their supervisors to choose suitable training courses and include them in their career development plan.
8. Fee Waivers are offered to qualified California State University Channel Islands employees.

Chapter 10: Internal Audit and Reporting

41 C.F.R. § 60-2.17(d)

Inherent in the AAP is the need for periodic self-assessment of problems encountered, corrective action taken, and progress made. Self-evaluation requires complex record keeping systems on applicants, employees, and components of the AAP itself. Periodic reports from supervisors, department managers, the Vice President of Finance and Administration, and other relevant persons are required.

The objective of all record keeping systems to be implemented is to assess the results of past actions, trends, the appropriateness of goals and objectives, the appropriateness and relevancy of identified solutions to problems, and the adequacy of the Plan as a whole. In addition, a further objective is to identify the proper corrective actions to be made to all components.

In order to fully achieve the objectives of such a record keeping system, the results of it must lead to follow-up through feedback to managers, supervisors, and staff, through reallocation of resources, through modifications to plans and the record keeping system itself, through appropriate recognition of personal achievements as well as punitive actions for discriminatory acts. For any identified deficiencies, appropriate corrective action will be identified and implemented.

The records that are maintained are the basis for updating the Affirmative Action Plan, including revising the availability data and establishing annual numerical goals. The internal audit and reporting system is used as the basis for evaluating systemic, results-oriented programs and affirmative action efforts.

CSU Channel Islands is developing an auditing and reporting system that will periodically measure the effectiveness of its total affirmative action program. This program will allow the Vice President of Finance and Administration to:

1. Monitors records of all personnel activity, including referrals, placements, transfers, promotions, terminations, and compensation, at all levels to ensure the nondiscriminatory policy is carried out;
2. Requires internal reporting on a scheduled basis as to the degree to which equal employment opportunity and organizational objectives are attained;
3. Reviews report results with all levels of management; and
4. Advises top management of program effectiveness and submit recommendations to improve unsatisfactory performance.

**PART II: AFFIRMATIVE ACTION PLAN FOR DISABLED VETERANS, OTHER VETERANS, AND
PERSONS WITH DISABILITIES**

FOR

July 1, 2009 through June 30, 2010

PART II

AAP FOR DISABLED VETERANS, OTHER VETERANS, AND PERSON WITH DISABILITIES

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Chapter A: Policy Statement
41 C.F.R. §§ 60-250.44(a); 60-741.44(a)

It is the policy of CSU Channel Islands and my personal commitment that equal employment opportunity be provided in the employment and advancement of covered veterans and persons with disabilities at all levels of employment, including the executive level. CSU Channel Islands does not and will not discriminate against any applicant or employee because he or she is a covered veteran or because of a physical or mental disability in regard to any position for which the applicant or employee is qualified. In addition, CSU Channel Islands is committed to a policy of taking affirmative action to employ and advance in employment qualified covered veterans and individuals with disabilities. Such affirmative action shall apply to all employment practices, including, but not limited to hiring, upgrading, demotion or transfer, recruitment, recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship and on-the-job training. Decisions related to personnel policies and practices shall be made on the basis of an individual's capacity to perform a particular job and the feasibility of any necessary job accommodation. CSU Channel Islands will make every effort to provide reasonable accommodations to any physical and mental limitations of individuals with disabilities and to disabled veterans.

Our obligations in this area stem from not only adherence to various state and federal regulations, but also from our commitment as an employer in this community to provide job opportunities to covered veterans and persons with disabilities.

(Signature)

Richard R. Rush
President

Employee data as of:
June 30, 2010

Chapter B: Review of Personnel Processes

41.C.F.R. §§ 60-250.44(b); 60-741.44(b)

To ensure that all personnel activities are conducted in a job-related manner which provides and promotes equal employment opportunity for all known covered veterans and employees and applicants with disabilities, reviews are periodically made of the University's examination and selection methods to identify barriers to employment, training, and promotion.

- 1) California State University Channel Islands periodically conducts a review of its employment processes to ensure thorough and systematic consideration of the job qualifications of: a) known covered veteran applicants and employees; and b) applicants and employees with disabilities for job vacancies filled either by external hiring or internal promotions/transfers, as well as for all training opportunities available. In order to determine whether an individual is qualified for a particular job, a close examination of the content of the job is made, as well as a review of the job qualifications of known covered veterans and individuals with disabilities, both applicants and employees. In determining the qualifications of a covered veteran, consideration is given only to that portion of the military record, including discharge papers, relevant to the job qualifications for which the veteran is being considered.
- 2) The University ensures that its personnel processes do not stereotype disabled persons or veterans in a manner which limits their access to jobs for which they are qualified.

Chapter C: Physical and Mental Qualifications

41.C.F.R. §§ 60-250.44(c); 60-741.44(c)

To ensure that all physical and mental qualifications and requirements are job-related and promote equal employment opportunity for all known covered veteran and employees and applicants with disabilities, reviews are periodically made of the University's physical and mental qualifications and requirements as they relate to employment, training, and promotion.

The University's physical and mental job requirements are reviewed to determine whether or not they are job-related and consistent with business necessity and safe performance on the job.

Schedule for Review: Any previously reviewed classification will be reviewed again if there is a change in working conditions which affects the job's physical or mental requirements (e.g., new requirements, new equipment, etc.).

Chapter D: Reasonable Accommodation to Physical and Mental Limitations
41 C.F.R §§ 60-250.44(d); 60-741.44(d)

CSU Channel Islands will make every effort to provide reasonable accommodations to physical and mental limitations of applicants and employees with disabilities or who are disabled veterans unless it can demonstrate that the accommodations would impose an undue hardship on the operation of business. CSU Channel Islands will confidentially review performance issues of employees with known disabilities to determine whether a reasonable accommodation is needed when: 1) the employee is having significant difficulty with job performance, and 2) it is reasonable to conclude that the problem is related to the known disability.

Employees may also contact the following at any time to formally request an accommodation:

Name: CI Human Resources Programs
Title: Any Human Resources Manager/Administrator
Phone: (805) 437-8490

or

Name: Eddie L. Washington
Title: Director Human Resources Employment Practices
Phone: (805) 437-8423
Email: eddie.washington@csuci.edu

Chapter E: HARASSMENT
41 C.F.R §§ 60-250.44(e); 60-741.44(e)

CSU Channel Islands has developed and implemented a set of procedures to ensure that its employees who are disabled or other veterans are not harassed due to those conditions. A copy of the sexual harassment policy, which includes a section prohibiting harassment of individuals with disabilities or other veterans is available for distribution to new as well as to existing employees.

Chapter F: External Dissemination of Policy, Outreach and Positive Recruitment

41 C.F.R. §§ 60-250.44(f); 60-741.44(f)

Based upon the University's review of its personnel policies as described in Chapter B, the following activities will be implemented or continued to further enhance our affirmative action efforts. All activities are the responsibility of the Director Human Resources Employment Practices.

- 1) Initiate and maintain communication with organizations having special interests in the recruitment of and job accommodations for covered veterans and individuals with disabilities.
- 2) Include workers with disabilities when employees are pictured in consumer, promotional, or help wanted advertising.
- 3) Disseminate information concerning employment opportunities to radio and television stations, and to publications that primarily reach covered veterans and individuals with disabilities.
- 4) Provide information emphasizing job opportunities for covered veterans and individuals with disabilities to local educational institutions, public and private.
- 5) Inform all recruiting sources, in writing and orally, of the University's affirmative action policy for covered veterans and individuals with disabilities.
- 6) Send written notification of the University's affirmative action policy to all subcontractors, vendors, and suppliers requesting appropriate action on their part. This includes their obligation to annually file their EEO Reporting form and VETS-100 form and, for employers with 50 or more employees and contracts of \$50,000 or more, their obligation to develop a written affirmative action plan.
- 7) Encourage participation in veterans "job fairs" and work study programs with Veterans' Administration rehabilitation facilities and schools which specialize in training or educating covered veterans.
- 8) California State University Channel Islands will also grant leaves of absence to employees who participate in honor guards for the funerals of veterans.

Chapter G: Internal Dissemination of Policy

41 C.F.R. §§ 60-250.44(g); 60-741.44(g)

In order to gain positive support and understanding for the affirmative action program for covered veterans and individuals with disabilities, California State University Channel Islands will implement or continue to implement the following internal dissemination procedures, all of which are the responsibility of the Director Human Resources Employment Practices. The following policies and procedures are designed to foster support and understanding from California State University Channel Islands' executive staff, management, supervisors, and other employees in an effort to encourage all employees to take the necessary actions to aid California State University Channel Islands in meeting its obligations.

- 1) Include the policy in the University's policy manual and other in-house publications.
- 2) Conduct special meetings with executive, management, and supervisory personnel to explain the intent of the policy and individual responsibility for effective implementation, making clear the President's attitude.
- 3) Schedule training sessions for all employees involved in recruiting, selection, promotion, and other related employment issues for covered veterans and individuals with disabilities.
- 4) Discuss the policy thoroughly in both employee orientation and management training programs.
- 5) Inform union officials of the institution's policy, and request their cooperation.
- 6) Include articles on accomplishments of covered veterans and workers with disabilities in University publications.
- 7) Post the policy on University bulletin boards, along with the University's harassment policy which includes protection from harassment on the basis of disability.
- 8) When employees are featured in employee handbooks or similar publications for employees, include employees with disabilities.

Chapter H: Audit and Reporting System
41 C.F.R. §§ 60-250.44(h); 60-741.44(h)

CSU Channel Islands has developed and currently implements an audit and reporting system that addresses the following:

- 1) Measures the effectiveness of California State University Channel Islands' overall Affirmative Action Program and whether the University is in compliance with specific obligations.
- 2) Indicates the need for remedial action.
- 3) Measures the degree to which California State University Channel Islands' objectives are being met.
- 4) Whether there are any undue hurdles for individuals with disabilities and other veterans regarding University-sponsored educational, training, recreational, and social activities.

Chapter I: Responsibility for Implementation

41 C.F.R. §§ 60-250.44(i); 60-741.44(i)

As part of its efforts to ensure equal employment opportunity to covered veterans and individuals with disabilities, California State University Channel Islands has designated specific responsibilities to various staff to ensure the AAP focuses on all components of the employment system. To that end, the President, Vice President for Finance & Administration, Director Human Resources Employment Practices, and those employed as supervisors and managers have undertaken the responsibilities described below.

President

The President is responsible for providing top management support for the University's AAP. This person issues a memo annually to reaffirm the University's Equal Employment Opportunity Policy and to make known to all employees and applicants the commitment of Senior Management to EEO and affirmative action. Additional responsibilities include, but are not limited to:

- 1) Designating appropriate personnel with the responsibility for overseeing, administering, implementing, and monitoring the University's AAP. Ensuring that these personnel are identified in writing by name and job title.
- 2) Ensuring that designated personnel responsible for all AAP components are given the necessary authority and top management support and staffing to successfully implement their assigned responsibilities.
- 3) Imparting the personal direction that ensures total involvement and commitment to equal employment opportunity programs through California State University Channel Islands' AAP.

Vice President for Finance & Administration

The Vice President for Finance & Administration is responsible for overall supervision of the AAP. The Vice President for Finance & Administration ensures, through the Director Human Resources Employment Practices and department managers and supervisors, that all relevant policies and procedures are adhered to. Successful implementation of this program is a basis for evaluating the Vice President for Finance & Administration's effective work performance. The Vice President for Finance & Administration's responsibilities include, but are not limited to, the following:

- 1) Presenting all needed recommendations and procedural changes to Senior Management concerning EEO and affirmative action and ensuring that Senior Management is kept informed of the University's compliance status.
- 2) Maintaining University-wide management support and cooperation for the University's AAP.
- 3) Collaborating with Senior Management on EEO and AAP issues.
- 4) Assisting line management in arriving at solutions to EEO/AA problems.
- 5) Reviewing results of audit and reporting systems to assess the effectiveness of the University's AA programs and to direct corrective actions where necessary.
- 6) Ensuring that the AAP is updated annually.

- 7) Providing guidance to managers and supervisors in taking proper action to prevent employees from being harassed in any way, through one-on-one contact, training, and disciplinary action.
- 8) Providing guidance and direction to the Director Human Resources Employment Practices.
- 9) Ensuring that relevant staff, (i.e., Director Human Resources Employment Practices, managers, and supervisors) are aware that their work performance is being evaluated in part on the basis of their equal employment opportunity efforts and results.
- 10) Working with Human Resources to ensure equitable opportunity, based on job-related employment practices and employee qualifications, is given to all for transfers and promotions.
- 11) Working with Human Resources to conduct periodic audits of: 1) training programs and hiring and promotion patterns to remove impediments to the attainment of AAP goals and objectives, and 2) the University's sponsored educational, training, recreational, and social activities to ensure that all employees are encouraged to participate in accordance with policies on non-discrimination. Determine whether known covered veterans and employees with disabilities have had the opportunity to participate in all University-sponsored educational, training, recreation and social activities.
- 12) Working with Human Resources to ensure all job descriptions and specifications are free of discriminatory provisions and artificial barriers. Ensuring that all requirements are job-related, that they are realistic, and that they reflect the actual work requirements of the essential job duties.
- 13) Ensuring the University's VETS-100 or VETS-100A form are filed annually with the Secretary of Labor.

Director Human Resources Employment Practices

The Director Human Resources Employment Practices is responsible for ensuring that the directives of the President and Vice President for Finance & Administration are implemented. The Director Human Resources Employment Practices' duties include, but are not limited to, the following:

- 1) Providing direction to the University's employees, as necessary, to carry out all actions required to meet the University's equal employment opportunity and affirmative action commitments.
- 2) Responsible for the design and effective implementation of the AAP.
- 3) Developing, implementing, and maintaining audit and reporting systems to measure effectiveness of equal employment opportunity programs, including those that will
 - a) Indicate need for remedial action,
 - b) Determine degree to which goals and objectives have been obtained.
- 4) Advising management in the modification and development of the University's policies to ensure the enhancement of equal employment opportunity for all employees and potential employees within existing equal employment opportunity guidelines.

- 5) Identifying problem areas and establishing procedures, goals and objectives to solve these problems.
- 6) Conducting periodic audits to ensure all required posters and those advertising the University's equal employment opportunity policies and AAP, as well as the Invitation to Self-Identify for covered veterans and individuals with disabilities, are displayed and that the University's equal employment opportunity and AAP policies are being thoroughly communicated.
- 7) Developing policy statements, affirmative action programs, internal and external communication techniques.
- 8) Assisting line management in arriving at solutions to problems associated with the AAP, policy, or goals.
- 9) Serving as the liaison between California State University Channel Islands and enforcement agencies.
- 10) Serving as the liaison between California State University Channel Islands and organizations and community action groups for covered veterans and persons with disabilities, in addition to ensuring that representatives are involved in community service programs of local organizations for covered veterans and persons with disabilities.
- 11) Keeping management informed of the latest developments in the equal employment opportunity area.
- 12) Reviewing, reporting on, and updating the AAP annually in accordance with stated policy.
- 13) Working closely with the Vice President for Finance & Administration and department managers and supervisors in coordinating the effective implementation of all identified affirmative actions.
- 14) Assisting in review and revision of all policies, procedures, and rules to ensure they are not in violation of federal or state laws and regulations.
- 15) Responsible for ensuring overall the University's compliance with the AAP.

Managers and Supervisors

In their direct day-to-day contact with the University's employees, managers and supervisors have assumed certain responsibilities to help California State University Channel Islands ensure compliance with equal employment opportunity programs and effective implementation of the AAP. These include, but are not limited to, the following:

- 1) Aggressively adhering to the University's equal employment opportunity policy.
- 2) Supporting and assisting the Vice President for Finance & Administration and Director Human Resources Employment Practices in developing, maintaining, and successfully implementing the AAP.
- 3) Completing progress reports regarding the status of affirmative action programs.
- 4) Taking action to prevent harassment of employees placed via affirmative action efforts.
- 5) Assigning employees to significant jobs that might lead to greater personal growth and value, and counsel them with respect to what is needed for upward mobility within the employment structure.

- 6) Ensuring all interviews, employment offers or wage commitments are consistent with University's policy.
- 7) Implementing the internal promotion and transfer of all employees under their supervision consistent with AAP goals and objectives.
- 8) Assisting in identifying problem areas and providing needed information for establishing and meeting department affirmative action goals and objectives.
- 9) Seeking and sharing information on feasible accommodations which have or could be made.

Chapter J: Training
41 C.F.R. §§ 60-250.44(j); 60-741.44(j)

CSU Channel Islands trains all employees involved in any way with the recruitment, selection, promotion, disciplinary actions, training, and related processes of individuals with disabilities or other veterans to ensure commitment to the University's stated Affirmative Action goals.

Chapter K: Compensation
41 C.F.R. §§ 60-250.21(i); 60-741.21(i)

It is the policy of CSU Channel Islands that when offering employment or promotion to covered veterans or individuals with disabilities, the amount of compensation offered will not be reduced because of any disability income, pension, or other benefit the applicant or employee receives from another source.

California State University Channel Islands conducted a Compensation Analysis to compare employee compensation by gender and race/ethnicity in each job group. The data was collected from records covering the 2009 - 2010 fiscal year and uses the 80% Rule With Whole Person to determine whether the compensation paid to these groups warrant further analysis and action based upon the compensation rates of similarly situated males or non-minorities.

See *Exhibit 8, Compensation Analysis Report*, as a statistical indicator for identifying potential compensation issues.

California State University Channel Islands

Workforce Analysis Summary - EXHIBIT 1

Organizational Unit	Total				Male								Female							
	EMP	M	F	MIN	W	AA	H	A	NA	PI	2+	W	AA	H	A	NA	PI	2+		
"AVP,Operations,Planning & Cons"	5	1	4	2	1	0	0	0	0	0	0	2	0	1	0	0	0	0	1	
"Planning, Design, Construction"	6	5	1	1	4	0	0	1	0	0	0	1	0	0	0	0	0	0	0	
Academic & Information Tech	38	31	7	15	18	1	5	3	1	0	3	5	0	0	1	0	0	0	1	
Academic Programs & Planning	2	1	1	1	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	
Academic Senate	1	0	1	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	
ACR - Athletics Administration	1	1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	
ACR - Campus Recreation	2	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Admissions and Recruitment	9	3	6	8	1	1	1	0	0	0	0	0	1	1	1	0	0	0	3	
Advising	9	0	9	3	0	0	0	0	0	0	0	6	0	3	0	0	0	0	0	
Anthropology	3	2	1	1	1	0	0	0	0	0	1	1	0	0	0	0	0	0	0	
AOT - Director's Office	2	1	1	0	1	0	0	0	0	0	0	1	0	0	0	0	0	0	0	
AOT - Educational Access Ctr	2	0	2	2	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	
AOT - EOP	1	0	1	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	
AOT - Multicultural Affairs	2	0	2	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	
Art	21	11	10	6	8	1	1	0	0	0	1	7	0	2	1	0	0	0	0	
ASI	1	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	
Biology/Natural Sciences	22	10	12	7	8	0	1	1	0	0	0	7	1	0	4	0	0	0	0	
Budget and Reporting	5	0	5	1	0	0	0	0	0	0	0	4	0	1	0	0	0	0	0	
Business	34	21	13	10	15	0	2	3	0	0	1	9	1	1	2	0	0	0	0	
Capital Projects	4	3	1	1	3	0	0	0	0	0	0	0	0	0	0	0	0	0	1	
Chemistry	13	10	3	5	5	0	2	2	0	0	1	3	0	0	0	0	0	0	0	
Chicano Studies	2	1	1	2	0	0	1	0	0	0	0	0	0	1	0	0	0	0	0	
Co-Curricular Programs	2	1	1	1	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0	

EXHIBIT 1
CI 2009-10 Affirmative Action Plan

California State University Channel Islands

Workforce Analysis Summary - EXHIBIT 1

Organizational Unit	Total				Male								Female							
	EMP	M	F	MIN	W	AA	H	A	NA	PI	2+	W	AA	H	A	NA	PI	2+		
Communication	6	1	5	2	1	0	0	0	0	0	0	3	0	0	0	0	0	2		
Communication & Marketing	4	0	4	3	0	0	0	0	0	0	0	1	0	2	1	0	0	0		
Computer Science	13	10	3	3	8	0	1	1	0	0	0	2	0	0	1	0	0	0		
Credential	4	0	4	4	0	0	0	0	0	0	0	0	0	2	0	0	0	2		
Dean of Enrollment Services	2	0	2	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0		
Dean of Student Life	1	1	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0		
Dean's Office	8	3	5	3	2	0	0	1	0	0	0	3	0	1	0	0	0	1		
Education	60	15	45	11	10	0	4	0	0	0	1	39	0	1	1	0	0	4		
English	19	8	11	4	6	0	0	1	0	0	1	9	0	0	1	0	0	1		
Enrollment Center	2	0	2	1	0	0	0	0	0	0	0	1	0	1	0	0	0	0		
Environmental Sci&Resource Mgt	4	2	2	1	1	0	1	0	0	0	0	2	0	0	0	0	0	0		
Extended Education	10	4	6	3	3	0	0	0	0	0	1	4	0	1	1	0	0	0		
Facility Services	31	25	6	25	6	1	15	1	1	0	1	0	0	5	1	0	0	0		
Faculty Affairs	4	1	3	1	1	0	0	0	0	0	0	2	0	0	1	0	0	0		
Faculty Development	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0		
Finance and Administration	6	2	4	1	1	0	1	0	0	0	0	4	0	0	0	0	0	0		
Financial Aid	5	0	5	3	0	0	0	0	0	0	0	2	1	2	0	0	0	0		
General Accounting	14	2	12	8	0	0	0	1	0	0	1	6	0	2	1	0	0	3		
Geology	2	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0		
Governor's Call to Service	1	0	1	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0		
History	12	10	2	3	7	0	2	1	0	0	0	2	0	0	0	0	0	0		
HRE - Housing Administration	7	0	7	3	0	0	0	0	0	0	0	4	1	0	1	0	0	1		
HRE - Housing Operations	5	5	0	4	1	0	3	0	0	0	1	0	0	0	0	0	0	0		

EXHIBIT 1
CI 2009-10 Affirmative Action Plan

California State University Channel Islands

Workforce Analysis Summary - EXHIBIT 1

Organizational Unit	Total				Male								Female							
	EMP	M	F	MIN	W	AA	H	A	NA	PI	2+	W	AA	H	A	NA	PI	2+		
HRE - Residential Education	5	2	3	3	1	1	0	0	0	0	0	1	0	2	0	0	0	0		
HRE-Conferencing	1	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0		
Human Resources	16	2	14	9	1	1	0	0	0	0	0	6	2	0	3	0	1	2		
Institutional Research	2	0	2	1	0	0	0	0	0	0	0	1	0	0	1	0	0	0		
Instruction	7	0	7	4	0	0	0	0	0	0	0	3	0	2	1	0	0	1		
LCH - Career Development Svcs	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0		
LCH - Director's Office	2	0	2	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0		
LCH - Leadership Programs	1	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0		
LCH - Student Hlth & Couns Svc	3	1	2	0	1	0	0	0	0	0	0	2	0	0	0	0	0	0		
Liberal Studies	2	1	1	1	0	0	1	0	0	0	0	1	0	0	0	0	0	0		
Library	21	7	14	7	6	0	1	0	0	0	0	8	0	1	2	0	0	3		
Logistical Services	8	6	2	4	3	1	2	0	0	0	0	1	0	1	0	0	0	0		
Math	23	13	10	6	9	0	2	1	0	0	1	8	0	1	1	0	0	0		
Math and Writing Center	3	0	3	0	0	0	0	0	0	0	0	3	0	0	0	0	0	0		
Mission Based Centers	1	0	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0		
Nursing	14	0	14	2	0	0	0	0	0	0	0	12	0	0	0	0	0	2		
Office of the President	8	1	7	2	1	0	0	0	0	0	0	5	0	1	1	0	0	0		
Operations	38	36	2	13	23	0	9	2	0	0	2	2	0	0	0	0	0	0		
Performing Arts	7	2	5	1	2	0	0	0	0	0	0	4	0	0	1	0	0	0		
Physics	8	7	1	1	6	0	0	1	0	0	0	1	0	0	0	0	0	0		
Police	20	15	5	8	10	0	2	3	0	0	0	2	1	2	0	0	0	0		
Political Science	6	3	3	2	3	0	0	0	0	0	0	1	0	1	1	0	0	0		
Procurement & Contract Svcs.	4	1	3	2	1	0	0	0	0	0	0	1	0	1	0	0	0	1		

EXHIBIT 1
CI 2009-10 Affirmative Action Plan

California State University Channel Islands

Workforce Analysis Summary - EXHIBIT 1

Organizational Unit	Total				Male								Female							
	EMP	M	F	MIN	W	AA	H	A	NA	PI	2+	W	AA	H	A	NA	PI	2+		
Psychology	17	9	8	5	7	1	1	0	0	0	0	5	0	1	1	0	0	1		
Records and Registration	9	1	8	3	1	0	0	0	0	0	0	5	0	2	0	0	0	1		
Sociology	5	3	2	1	3	0	0	0	0	0	0	1	0	0	1	0	0	0		
Spanish	7	2	5	4	1	0	0	0	0	0	1	2	0	2	1	0	0	0		
Sponsored Programs	4	0	4	3	0	0	0	0	0	0	0	1	0	1	0	0	0	2		
Transportation and Parking	6	3	3	3	1	0	1	0	0	0	1	2	0	1	0	0	0	0		
University 110	3	1	2	0	1	0	0	0	0	0	0	2	0	0	0	0	0	0		
University Advancement	10	2	8	5	1	0	1	0	0	0	0	4	0	3	1	0	0	0		
University Benefits	3	1	2	3	0	0	0	0	0	0	1	0	0	2	0	0	0	0		
VP Academic Affairs	6	1	5	3	0	0	0	0	0	0	1	3	0	1	1	0	0	0		
VP for Student Affairs office	7	4	3	3	2	2	0	0	0	0	0	2	0	1	0	0	0	0		
VPSA - University Outreach	5	0	5	4	0	0	0	0	0	0	0	1	0	4	0	0	0	0		
Total (#)	691	322	369	258	203	12	62	23	2	0	20	230	8	61	35	0	1	34		
Total (%)		46.6	53.4	37.3	29.4	1.7	9.0	3.3	0.3	0.0	2.9	33.3	1.2	8.8	5.1	0.0	0.1	4.9		

EXHIBIT 1
CI 2009-10 Affirmative Action Plan

**California State University Channel Islands
Job Group Analysis Summary - EXHIBIT 2**

Job Group	Total										
	EMP	M	F	MIN	W	AA	H	A	NA	PI	2+
1 - Executive/Admin/Managerial	86	39	47	26	60	6	9	6	1	0	4
2 - Faculty(Instrctn/Rsrch/PubSvc)	289	138	151	74	215	2	28	27	0	0	17
3 - Other Professionals	139	51	88	66	73	4	28	19	1	1	13
4 - Clerical/Secretarial	56	5	51	26	30	3	13	3	0	0	7
5 - Technical/Paraprofessional	39	19	20	19	20	3	8	0	0	0	8
6 - Skilled Crafts	34	33	1	12	22	0	9	1	0	0	2
7 - Service/Maintenance	48	37	11	35	13	2	28	2	0	0	3
Total (#)	691	322	369	258	433	20	123	58	2	1	54
Total (%)		46.6	53.4	37.3	62.7	2.9	17.8	8.4	0.3	0.1	7.8

**California State University Channel Islands
ZIP Code Analysis (Employee) - EXHIBIT 3(a)**

Data Used: Employee

Included Areas:

County/County Set	Count	Weight	Cut-Off Weight
Ventura, CA	591	85.53	90.37
Los Angeles, CA	63	9.12	9.63
Total:	654	94.65	100.00

Excluded Areas:

County/County Set	Count	Weight	Cut-Off Weight
Santa Barbara, CA	18	2.60	0.00
Orange, CA	5	0.72	0.00
San Diego, CA	2	0.29	0.00
San Joaquin, CA	2	0.29	0.00
Riverside, CA	1	0.14	0.00
Maricopa, AZ	1	0.14	0.00
El Paso, CO	1	0.14	0.00
Larimer, CO	1	0.14	0.00
Montgomery, MD	1	0.14	0.00
Columbia+Washington, OR	1	0.14	0.00
Shelby, TN	1	0.14	0.00
Tarrant, TX	1	0.14	0.00
Salt Lake, UT	1	0.14	0.00
SE WY exc Laramie , WY	1	0.14	0.00
Total:	37	5.35	0.00
Included and Excluded Total:	691	100.00	100.00

**EXHIBIT 3(a)
CI 2009-10 Affirmative Action Plan**

**California State University Channel Islands
ZIP Code Analysis (Applicant) - EXHIBIT 3(b)**

Data Used: Applicant

Included Areas:

County/County Set	Count	Weight	Cut-Off Weight
Ventura, CA	827	74.04	90.48
Los Angeles, CA	87	7.79	9.52
Total:	914	81.83	100.00

Excluded Areas:

County/County Set	Count	Weight	Cut-Off Weight
Santa Barbara, CA	28	2.51	0.00
Orange, CA	13	1.16	0.00
Riverside, CA	9	0.81	0.00
San Bernardino, CA	8	0.72	0.00
San Diego, CA	8	0.72	0.00
Santa Clara, CA	7	0.63	0.00
Placer, CA	6	0.54	0.00
Kern, CA	5	0.45	0.00
Fresno, CA	4	0.36	0.00
Sacramento, CA	4	0.36	0.00
Maricopa, AZ	3	0.27	0.00
Del Norte+Humboldt+Trinity, CA	3	0.27	0.00
Franklin, OH	3	0.27	0.00
San Luis Obispo, CA	3	0.27	0.00
Sonoma, CA	3	0.27	0.00
Asotin+Garfield+Whitman, WA	3	0.27	0.00
San Mateo, CA	2	0.18	0.00
Washoe, NV	2	0.18	0.00
Monterey, CA	2	0.18	0.00
Miami-Dade, FL	2	0.18	0.00
Johnson, KS	2	0.18	0.00

**EXHIBIT 3(b)
CI 2009-10 Affirmative Action Plan**

**California State University Channel Islands
ZIP Code Analysis (Applicant) - EXHIBIT 3(b)**

Data Used: Applicant

Excluded Areas:

County/County Set	Count	Weight	Cut-Off Weight
Alameda, CA	2	0.18	0.00
Butte, CA	2	0.18	0.00
Pima, AZ	2	0.18	0.00
Yuma, AZ	1	0.09	0.00
Pulaski, AR	1	0.09	0.00
Contra Costa, CA	1	0.09	0.00
El Dorado, CA	1	0.09	0.00
Coconino, AZ	1	0.09	0.00
Kings, CA	1	0.09	0.00
Mariposa+Tuolumne, CA	1	0.09	0.00
San Joaquin, CA	1	0.09	0.00
Santa Cruz, CA	1	0.09	0.00
Shasta, CA	1	0.09	0.00
Solano, CA	1	0.09	0.00
Yolo, CA	1	0.09	0.00
El Paso, CO	1	0.09	0.00
Mesa, CO	1	0.09	0.00
Pueblo, CO	1	0.09	0.00
New Haven, CT	1	0.09	0.00
Tolland, CT	1	0.09	0.00
New Castle, DE	1	0.09	0.00
Flagler+Volusia, FL	1	0.09	0.00
Hillsborough, FL	1	0.09	0.00
Lee, FL	1	0.09	0.00
Benton+Stearns, MN	1	0.09	0.00
Brown+Le Sueur+Nicollet, MN	1	0.09	0.00

**EXHIBIT 3(b)
CI 2009-10 Affirmative Action Plan**

**California State University Channel Islands
ZIP Code Analysis (Applicant) - EXHIBIT 3(b)**

Data Used: Applicant

Excluded Areas:

County/County Set	Count	Weight	Cut-Off Weight
Jackson, MO	1	0.09	0.00
Jefferson, MO	1	0.09	0.00
Scotland and surrounding cos , MO	1	0.09	0.00
Clark+Nye, NV	1	0.09	0.00
Douglas+Carson City, NV	1	0.09	0.00
Palm Beach, FL	1	0.09	0.00
Pinellas, FL	1	0.09	0.00
Polk, FL	1	0.09	0.00
Bartow, GA	1	0.09	0.00
Cobb, GA	1	0.09	0.00
Gwinnett, GA	1	0.09	0.00
Boise+Gem+Payette+Washington, ID	1	0.09	0.00
Cook, IL	1	0.09	0.00
Lake, IL	1	0.09	0.00
McLean, IL	1	0.09	0.00
Elkhart, IN	1	0.09	0.00
Jasper+Poweshiek, IA	1	0.09	0.00
Mahaska+Marion, IA	1	0.09	0.00
Wood, OH	1	0.09	0.00
Noble+Pawnee+Payne, OK	1	0.09	0.00
Oklahoma, OK	1	0.09	0.00
Benton, OR	1	0.09	0.00
Columbia+Washington, OR	1	0.09	0.00
Multnomah, OR	1	0.09	0.00
Centre, PA	1	0.09	0.00
Pickens, SC	1	0.09	0.00

**EXHIBIT 3(b)
CI 2009-10 Affirmative Action Plan**

**California State University Channel Islands
ZIP Code Analysis (Applicant) - EXHIBIT 3(b)**

Data Used: Applicant

Excluded Areas:

County/County Set	Count	Weight	Cut-Off Weight
Clay+Turner+Union+Yankton, SD	1	0.09	0.00
Shelby, TN	1	0.09	0.00
Brazos+Burleson+Grimes+Robertson, TX	1	0.09	0.00
Collin, TX	1	0.09	0.00
Ellis, TX	1	0.09	0.00
El Paso, TX	1	0.09	0.00
Galveston, TX	1	0.09	0.00
Tarrant, TX	1	0.09	0.00
Travis, TX	1	0.09	0.00
Westmoreland and surrounding cos, VA	1	0.09	0.00
Mercer, NJ	1	0.09	0.00
Monmouth, NJ	1	0.09	0.00
Sussex, NJ	1	0.09	0.00
Bernalillo, NM	1	0.09	0.00
Chautauqua, NY	1	0.09	0.00
Erie, NY	1	0.09	0.00
New York, NY	1	0.09	0.00
Saratoga, NY	1	0.09	0.00
Suffolk, NY	1	0.09	0.00
Warren, NY	1	0.09	0.00
Guilford, NC	1	0.09	0.00
Wayne, NC	1	0.09	0.00
Athens+Hocking, OH	1	0.09	0.00
Delaware, OH	1	0.09	0.00
Stanislaus, CA	1	0.09	0.00
Douglas+Okanogan, WA	1	0.09	0.00

**EXHIBIT 3(b)
CI 2009-10 Affirmative Action Plan**

California State University Channel Islands

ZIP Code Analysis (Applicant) - EXHIBIT 3(b)

Data Used: Applicant

Excluded Areas:

County/County Set	Count	Weight	Cut-Off Weight
Pierce, WA	1	0.09	0.00
Hawaii, Hi	1	0.09	0.00
Total:	203	18.17	0.00
Included and Excluded Total:	1,117	100.00	100.00

**California State University Channel Islands
Availability Analysis - EXHIBIT 4**

Job Group: 1 - Executive/Admin/Managerial

FACTOR	Raw (%)											Fctr	Weighted (%)											SOURCE
	M	F	MIN	W	AA	H	A	NA	PI	2+	Wght		M	F	MIN	W	AA	H	A	NA	PI	2+		
External Factors																								
Local	63.6	36.4	21.5	78.5	2.0	12.5	5.4	1.1	0.0	0.5	100.0	63.6	36.4	21.5	78.5	2.0	12.5	5.4	1.1	0.0	0.5	Employee: Exec/Admin/Managerial		
Final Availability (%)											100.0	63.6	36.4	21.5	78.5	2.0	12.5	5.4	1.1	0.0	0.5			

**EXHIBIT 4
CI 2009-10 Affirmative Action Plan**

**California State University Channel Islands
Availability Analysis - EXHIBIT 4**

Job Group: 2 - Faculty(Instrctn/Rsrch/PubSvc)

FACTOR	Raw (%)											Fctr	Weighted (%)											SOURCE
	M	F	MIN	W	AA	H	A	NA	PI	2+	Wght		M	F	MIN	W	AA	H	A	NA	PI	2+		
External Factors																								
Local	50.4	49.6	20.8	79.2	3.0	8.6	6.8	0.5	0.0	1.8	100.0	50.4	49.6	20.8	79.2	3.0	8.6	6.8	0.5	0.0	1.8	Employee: Faculty		
Final Availability (%)											100.0	50.4	49.6	20.8	79.2	3.0	8.6	6.8	0.5	0.0	1.8			

**EXHIBIT 4
CI 2009-10 Affirmative Action Plan**

**California State University Channel Islands
Availability Analysis - EXHIBIT 4**

Job Group: 3 - Other Professionals

FACTOR	Raw (%)										Fctr	Weighted (%)										SOURCE	
	M	F	MIN	W	AA	H	A	NA	PI	2+		Wght	M	F	MIN	W	AA	H	A	NA	PI		2+
External Factors																							
Local	62.8	37.2	30.1	69.9	1.5	21.3	5.9	0.9	0.0	0.5	100.0	62.8	37.2	30.1	69.9	1.5	21.3	5.9	0.9	0.0	0.5	Employee: Other Professionals	
Final Availability (%)											100.0	62.8	37.2	30.1	69.9	1.5	21.3	5.9	0.9	0.0	0.5		

**EXHIBIT 4
CI 2009-10 Affirmative Action Plan**

**California State University Channel Islands
Availability Analysis - EXHIBIT 4**

Job Group: 4 - Clerical/Secretarial

FACTOR	Raw (%)										Fctr	Weighted (%)										SOURCE	
	M	F	MIN	W	AA	H	A	NA	PI	2+		Wght	M	F	MIN	W	AA	H	A	NA	PI		2+
External Factors																							
Local	7.5	92.5	25.8	74.2	1.5	17.2	4.9	0.9	0.3	1.1	100.0	7.5	92.5	25.8	74.2	1.5	17.2	4.9	0.9	0.3	1.1	Employee: Clerical/Secretarial	
Final Availability (%)											100.0	7.5	92.5	25.8	74.2	1.5	17.2	4.9	0.9	0.3	1.1		

**EXHIBIT 4
CI 2009-10 Affirmative Action Plan**

**California State University Channel Islands
Availability Analysis - EXHIBIT 4**

Job Group: 5 - Technical/Paraprofessional

FACTOR	Raw (%)											Fctr	Weighted (%)											SOURCE
	M	F	MIN	W	AA	H	A	NA	PI	2+	Wght		M	F	MIN	W	AA	H	A	NA	PI	2+		
External Factors																								
Local	34.4	65.6	36.5	63.5	2.4	26.0	5.9	1.2	0.1	0.9	100.0	34.4	65.6	36.5	63.5	2.4	26.0	5.9	1.2	0.1	0.9	Employee: Technical/Paraprofession		
Final Availability (%)											100.0	34.4	65.6	36.5	63.5	2.4	26.0	5.9	1.2	0.1	0.9			

**EXHIBIT 4
CI 2009-10 Affirmative Action Plan**

**California State University Channel Islands
Availability Analysis - EXHIBIT 4**

Job Group: 6 - Skilled Crafts

FACTOR	Raw (%)											Fctr	Weighted (%)											SOURCE
	M	F	MIN	W	AA	H	A	NA	PI	2+	Wght		M	F	MIN	W	AA	H	A	NA	PI	2+		
External Factors																								
Local	95.7	4.3	40.1	59.9	2.4	32.6	3.5	0.9	0.2	0.5	100.0	95.7	4.3	40.1	59.9	2.4	32.6	3.5	0.9	0.2	0.5	Employee: Skilled Crafts		
Final Availability (%)											100.0	95.7	4.3	40.1	59.9	2.4	32.6	3.5	0.9	0.2	0.5			

**EXHIBIT 4
CI 2009-10 Affirmative Action Plan**

**California State University Channel Islands
Availability Analysis - EXHIBIT 4**

Job Group: 7 - Service/Maintenance

FACTOR	Raw (%)										Fctr	Weighted (%)										SOURCE		
	M	F	MIN	W	AA	H	A	NA	PI	2+		Wght	M	F	MIN	W	AA	H	A	NA	PI		2+	
External Factors																								
Local	81.4	18.6	63.3	36.7	1.9	54.0	5.4	1.1	0.3	0.6	100.0	81.4	18.6	63.3	36.7	1.9	54.0	5.4	1.1	0.3	0.6	Employee: Service/Maintenance		
Final Availability (%)											100.0	81.4	18.6	63.3	36.7	1.9	54.0	5.4	1.1	0.3	0.6			

**EXHIBIT 4
CI 2009-10 Affirmative Action Plan**

**California State University Channel Islands
Comparison of Incumbency to Availability - EXHIBIT 5**

Job Group: 1 - Executive/Admin/Managerial
Test: 80% Rule with Whole Person
Total Employees: 86

Total										
	Males	Females	Total Min.	White	Afr. Amer.	Hispanic	Asian	Nat. Amer.	NHOPI	Two +
Employees (#)	39	47	26	60	6	9	6	1	0	4
Employees (%)	45.3	54.7	30.2	69.8	7.0	10.5	7.0	1.2	0.0	4.7
Availability (%) Goal	63.6	36.4	21.5	78.5	2.0	12.5	5.4	1.1	0.0	0.5
Test: 80% Rule with Whole Person	YES	NO	NO	NO	NO	NO	NO	NO	NO	NO
Add'l Needed to Eliminate Problem Area (#)	4	0	0	0	0	0	0	0	0	0
Add'l Needed to Reach Availability (#)	16	0	0	8	0	2	0	0	0	0

**EXHIBIT 5
CI 2009-10 Affirmative Action Plan**

**California State University Channel Islands
Comparison of Incumbency to Availability - EXHIBIT 5**

Job Group: 2 - Faculty(Instrctn/Rsrch/PubSvc)
Test: 80% Rule with Whole Person
Total Employees: 289

Total										
	Males	Females	Total Min.	White	Afr. Amer.	Hispanic	Asian	Nat. Amer.	NHOPI	Two +
Employees (#)	138	151	74	215	2	28	27	0	0	17
Employees (%)	47.8	52.2	25.6	74.4	0.7	9.7	9.3	0.0	0.0	5.9
Availability (%) Goal	50.4	49.6	20.8	79.2	3.0	8.6	6.8	0.5	0.0	1.8
Test: 80% Rule with Whole Person	NO	NO	NO	NO	YES	NO	NO	YES	NO	NO
Add'l Needed to Eliminate Problem Area (#)	0	0	0	0	5	0	0	1	0	0
Add'l Needed to Reach Availability (#)	8	0	0	14	7	0	0	2	0	0

**EXHIBIT 5
CI 2009-10 Affirmative Action Plan**

**California State University Channel Islands
Comparison of Incumbency to Availability - EXHIBIT 5**

Job Group: 3 - Other Professionals
Test: 80% Rule with Whole Person
Total Employees: 139

Total										
	Males	Females	Total Min.	White	Afr. Amer.	Hispanic	Asian	Nat. Amer.	NHOPI	Two +
Employees (#)	51	88	66	73	4	28	19	1	1	13
Employees (%)	36.7	63.3	47.5	52.5	2.9	20.1	13.7	0.7	0.7	9.4
Availability (%) Goal	62.8	37.2	30.1	69.9	1.5	21.3	5.9	0.9	0.0	0.5
Test: 80% Rule with Whole Person	YES	NO	NO	YES	NO	NO	NO	NO	NO	NO
Add'l Needed to Eliminate Problem Area (#)	18	0	0	4	0	0	0	0	0	0
Add'l Needed to Reach Availability (#)	37	0	0	25	0	2	0	1	0	0

**California State University Channel Islands
Comparison of Incumbency to Availability - EXHIBIT 5**

Job Group: 4 - Clerical/Secretarial
Test: 80% Rule with Whole Person
Total Employees: 56

Total										
	Males	Females	Total Min.	White	Afr. Amer.	Hispanic	Asian	Nat. Amer.	NHOPI	Two +
Employees (#)	5	51	26	30	3	13	3	0	0	7
Employees (%)	8.9	91.1	46.4	53.6	5.4	23.2	5.4	0.0	0.0	12.5
Availability (%) Goal	7.5	92.5	25.8	74.2	1.5	17.2	4.9	0.9	0.3	1.1
Test: 80% Rule with Whole Person	NO	NO	NO	YES	NO	NO	NO	NO	NO	NO
Add'l Needed to Eliminate Problem Area (#)	0	0	0	3	0	0	0	0	0	0
Add'l Needed to Reach Availability (#)	0	1	0	12	0	0	0	1	1	0

**EXHIBIT 5
CI 2009-10 Affirmative Action Plan**

**California State University Channel Islands
Comparison of Incumbency to Availability - EXHIBIT 5**

Job Group: 5 - Technical/Paraprofessional
Test: 80% Rule with Whole Person
Total Employees: 39

Total										
	Males	Females	Total Min.	White	Afr. Amer.	Hispanic	Asian	Nat. Amer.	NHOPI	Two +
Employees (#)	19	20	19	20	3	8	0	0	0	8
Employees (%)	48.7	51.3	48.7	51.3	7.7	20.5	0.0	0.0	0.0	20.5
Availability (%) Goal	34.4	65.6	36.5	63.5	2.4	26.0	5.9	1.2	0.1	0.9
Test: 80% Rule with Whole Person	NO	NO	NO	NO	NO	NO	YES	NO	NO	NO
Add'l Needed to Eliminate Problem Area (#)	0	0	0	0	0	0	1	0	0	0
Add'l Needed to Reach Availability (#)	0	6	0	5	0	3	3	1	1	0

**California State University Channel Islands
Comparison of Incumbency to Availability - EXHIBIT 5**

Job Group: 6 - Skilled Crafts
Test: 80% Rule with Whole Person
Total Employees: 34

	Total									
	Males	Females	Total Min.	White	Afr. Amer.	Hispanic	Asian	Nat. Amer.	NHOPI	Two +
Employees (#)	33	1	12	22	0	9	1	0	0	2
Employees (%)	97.1	2.9	35.3	64.7	0.0	26.5	2.9	0.0	0.0	5.9
Availability (%) Goal	95.7	4.3	40.1	59.9	2.4	32.6	3.5	0.9	0.2	0.5
Test: 80% Rule with Whole Person	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO
Add'l Needed to Eliminate Problem Area (#)	0	0	0	0	0	0	0	0	0	0
Add'l Needed to Reach Availability (#)	0	1	2	0	1	3	1	1	1	0

**California State University Channel Islands
Comparison of Incumbency to Availability - EXHIBIT 5**

Job Group: 7 - Service/Maintenance
Test: 80% Rule with Whole Person
Total Employees: 48

	Total									
	Males	Females	Total Min.	White	Afr. Amer.	Hispanic	Asian	Nat. Amer.	NHOPI	Two +
Employees (#)	37	11	35	13	2	28	2	0	0	3
Employees (%)	77.1	22.9	72.9	27.1	4.2	58.3	4.2	0.0	0.0	6.3
Availability (%) Goal	81.4	18.6	63.3	36.7	1.9	54.0	5.4	1.1	0.3	0.6
Test: 80% Rule with Whole Person	NO	NO	NO	YES	NO	NO	NO	NO	NO	NO
Add'l Needed to Eliminate Problem Area (#)	0	0	0	1	0	0	0	0	0	0
Add'l Needed to Reach Availability (#)	3	0	0	5	0	0	1	1	1	0

**California State University Channel Islands
Placement Goals - EXHIBIT 6**

Job Group: 1 - Executive/Admin/Managerial

Test: 80% Rule with Whole Person

Total Employees: 86

	Total									
	Males	Females	Total Min.	White	Afr. Amer.	Hispanic	Asian	Nat. Amer.	NHOPI	Two +
Employees (#)	39	47	26	60	6	9	6	1	0	4
Employees (%)	45.3	54.7	30.2	69.8	7.0	10.5	7.0	1.2	0.0	4.7
Availability (%) Goal	63.6	36.4	21.5	78.5	2.0	12.5	5.4	1.1	0.0	0.5
Test: 80% Rule with Whole Person	YES	NO	NO	NO	NO	NO	NO	NO	NO	NO
Add'l Needed to Eliminate Problem Area (#)	4	0	0	0	0	0	0	0	0	0
Add'l Needed to Reach Availability (#)	16	0	0	8	0	2	0	0	0	0

**California State University Channel Islands
Placement Goals - EXHIBIT 6**

Job Group: 2 - Faculty(Instrctn/Rsrch/PubSvc)

Test: 80% Rule with Whole Person

Total Employees: 289

Total										
	Males	Females	Total Min.	White	Afr. Amer.	Hispanic	Asian	Nat. Amer.	NHOPI	Two +
Employees (#)	138	151	74	215	2	28	27	0	0	17
Employees (%)	47.8	52.2	25.6	74.4	0.7	9.7	9.3	0.0	0.0	5.9
Availability (%) Goal	50.4	49.6	20.8	79.2	3.0	8.6	6.8	0.5	0.0	1.8
Test: 80% Rule with Whole Person	NO	NO	NO	NO	YES	NO	NO	YES	NO	NO
Add'l Needed to Eliminate Problem Area (#)	0	0	0	0	5	0	0	1	0	0
Add'l Needed to Reach Availability (#)	8	0	0	14	7	0	0	2	0	0

**California State University Channel Islands
Placement Goals - EXHIBIT 6**

Job Group: 3 - Other Professionals
Test: 80% Rule with Whole Person
Total Employees: 139

	Total									
	Males	Females	Total Min.	White	Afr. Amer.	Hispanic	Asian	Nat. Amer.	NHOPI	Two +
Employees (#)	51	88	66	73	4	28	19	1	1	13
Employees (%)	36.7	63.3	47.5	52.5	2.9	20.1	13.7	0.7	0.7	9.4
Availability (%) Goal	62.8	37.2	30.1	69.9	1.5	21.3	5.9	0.9	0.0	0.5
Test: 80% Rule with Whole Person	YES	NO	NO	YES	NO	NO	NO	NO	NO	NO
Add'l Needed to Eliminate Problem Area (#)	18	0	0	4	0	0	0	0	0	0
Add'l Needed to Reach Availability (#)	37	0	0	25	0	2	0	1	0	0

**California State University Channel Islands
Placement Goals - EXHIBIT 6**

Job Group: 4 - Clerical/Secretarial
Test: 80% Rule with Whole Person
Total Employees: 56

	Total									
	Males	Females	Total Min.	White	Afr. Amer.	Hispanic	Asian	Nat. Amer.	NHOPI	Two +
Employees (#)	5	51	26	30	3	13	3	0	0	7
Employees (%)	8.9	91.1	46.4	53.6	5.4	23.2	5.4	0.0	0.0	12.5
Availability (%) Goal	7.5	92.5	25.8	74.2	1.5	17.2	4.9	0.9	0.3	1.1
Test: 80% Rule with Whole Person	NO	NO	NO	YES	NO	NO	NO	NO	NO	NO
Add'l Needed to Eliminate Problem Area (#)	0	0	0	3	0	0	0	0	0	0
Add'l Needed to Reach Availability (#)	0	1	0	12	0	0	0	1	1	0

**California State University Channel Islands
Placement Goals - EXHIBIT 6**

Job Group: 5 - Technical/Paraprofessional

Test: 80% Rule with Whole Person

Total Employees: 39

Total										
	Males	Females	Total Min.	White	Afr. Amer.	Hispanic	Asian	Nat. Amer.	NHOPI	Two +
Employees (#)	19	20	19	20	3	8	0	0	0	8
Employees (%)	48.7	51.3	48.7	51.3	7.7	20.5	0.0	0.0	0.0	20.5
Availability (%) Goal	34.4	65.6	36.5	63.5	2.4	26.0	5.9	1.2	0.1	0.9
Test: 80% Rule with Whole Person	NO	NO	NO	NO	NO	NO	YES	NO	NO	NO
Add'l Needed to Eliminate Problem Area (#)	0	0	0	0	0	0	1	0	0	0
Add'l Needed to Reach Availability (#)	0	6	0	5	0	3	3	1	1	0

**California State University Channel Islands
Placement Goals - EXHIBIT 6**

Job Group: 6 - Skilled Crafts
Test: 80% Rule with Whole Person
Total Employees: 34

	Total									
	Males	Females	Total Min.	White	Afr. Amer.	Hispanic	Asian	Nat. Amer.	NHOPI	Two +
Employees (#)	33	1	12	22	0	9	1	0	0	2
Employees (%)	97.1	2.9	35.3	64.7	0.0	26.5	2.9	0.0	0.0	5.9
Availability (%) Goal	95.7	4.3	40.1	59.9	2.4	32.6	3.5	0.9	0.2	0.5
Test: 80% Rule with Whole Person	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO
Add'l Needed to Eliminate Problem Area (#)	0	0	0	0	0	0	0	0	0	0
Add'l Needed to Reach Availability (#)	0	1	2	0	1	3	1	1	1	0

**California State University Channel Islands
Placement Goals - EXHIBIT 6**

Job Group: 7 - Service/Maintenance
Test: 80% Rule with Whole Person
Total Employees: 48

	Total									
	Males	Females	Total Min.	White	Afr. Amer.	Hispanic	Asian	Nat. Amer.	NHOPI	Two +
Employees (#)	37	11	35	13	2	28	2	0	0	3
Employees (%)	77.1	22.9	72.9	27.1	4.2	58.3	4.2	0.0	0.0	6.3
Availability (%) Goal	81.4	18.6	63.3	36.7	1.9	54.0	5.4	1.1	0.3	0.6
Test: 80% Rule with Whole Person	NO	NO	NO	YES	NO	NO	NO	NO	NO	NO
Add'l Needed to Eliminate Problem Area (#)	0	0	0	1	0	0	0	0	0	0
Add'l Needed to Reach Availability (#)	3	0	0	5	0	0	1	1	1	0

**California State University Channel Islands
Personnel Transactions Summary - EXHIBIT 7**

Job Group: 1 - Executive/Admin/Managerial

Transaction Dates: 07/01/2009 To 06/30/2010

	<i>Applicants</i>				<i>Hires</i>			<i>Terminations (I)</i>			<i>Terminations (V)</i>		
	Males	Females	UNKNOWN (GENDER)	TOTAL RACE	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE
White	122	89	0	211	1	0	1	0	0	0	1	3	4
Afr. Amer.	15	11	0	26	1	0	1	0	0	0	0	0	0
Hispanic	29	10	0	39	0	0	0	0	0	0	1	0	1
Asian	9	4	0	13	0	0	0	0	0	0	0	0	0
Nat. Amer.	0	1	0	1	0	0	0	0	0	0	0	0	0
NHOPI	1	0	0	1	0	0	0	0	0	0	0	0	0
Two or More	0	0	0	0	0	0	0	0	0	0	0	0	0
Unknown (Race)	0	0	0	0									
Total	176	115	0	291	2	0	2	0	0	0	2	3	5
Total Minority	54	26	0	80	1	0	1	0	0	0	1	0	1

	<i>Promotions From</i>			<i>Promotions Into</i>			<i>Promotions Within</i>		
	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE
White	0	0	0	0	0	0	0	1	1
Afr. Amer.	0	0	0	0	0	0	0	0	0
Hispanic	0	0	0	0	0	0	0	0	0
Asian	0	0	0	0	0	0	0	0	0
Nat. Amer.	0	0	0	0	0	0	0	0	0
NHOPI	0	0	0	0	0	0	0	0	0
Two or More	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	1	1
Total Minority	0	0	0	0	0	0	0	0	0

**EXHIBIT 7
CI 2009-10 Affirmative Action Plan**

**California State University Channel Islands
Personnel Transactions Summary - EXHIBIT 7**

Job Group: 2 - Faculty(Instrctn/Rsrch/PubSvc)

Transaction Dates: 07/01/2009 To 06/30/2010

	<i>Applicants</i>				<i>Hires</i>			<i>Terminations (I)</i>			<i>Terminations (V)</i>		
	Males	Females	UNKNOWN (GENDER)	TOTAL RACE	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE
White	40	52	0	92	1	6	7	1	0	1	1	2	3
Afr. Amer.	1	2	0	3	0	0	0	0	0	0	0	0	0
Hispanic	13	13	0	26	1	2	3	0	0	0	0	1	1
Asian	14	7	0	21	2	1	3	0	0	0	0	0	0
Nat. Amer.	0	0	0	0	0	0	0	0	0	0	0	0	0
NHOPI	0	0	0	0	0	0	0	0	0	0	0	0	0
Two or More	0	0	0	0	1	2	3	0	0	0	0	0	0
Unknown (Race)	0	0	0	0									
Total	68	74	0	142	5	11	16	1	0	1	1	3	4
Total Minority	28	22	0	50	4	5	9	0	0	0	0	1	1

	<i>Promotions From</i>			<i>Promotions Into</i>			<i>Promotions Within</i>		
	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE
White	0	0	0	0	0	0	3	0	3
Afr. Amer.	0	0	0	0	0	0	0	0	0
Hispanic	0	0	0	0	0	0	1	1	2
Asian	0	0	0	0	0	0	0	0	0
Nat. Amer.	0	0	0	0	0	0	0	0	0
NHOPI	0	0	0	0	0	0	0	0	0
Two or More	0	0	0	0	0	0	1	0	1
Total	0	0	0	0	0	0	5	1	6
Total Minority	0	0	0	0	0	0	2	1	3

**EXHIBIT 7
CI 2009-10 Affirmative Action Plan**

**California State University Channel Islands
Personnel Transactions Summary - EXHIBIT 7**

Job Group: 3 - Other Professionals

Transaction Dates: 07/01/2009 To 06/30/2010

	<i>Applicants</i>				<i>Hires</i>			<i>Terminations (I)</i>			<i>Terminations (V)</i>		
	Males	Females	UNKNOWN (GENDER)	TOTAL RACE	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE
White	110	252	0	362	0	1	1	0	0	0	0	0	0
Afr. Amer.	9	19	0	28	0	0	0	0	0	0	1	0	1
Hispanic	80	83	0	163	2	1	3	0	0	0	1	2	3
Asian	21	27	0	48	1	0	1	0	0	0	1	0	1
Nat. Amer.	2	5	0	7	0	0	0	0	0	0	0	0	0
NHOPI	8	1	0	9	0	0	0	0	0	0	0	0	0
Two or More	0	0	0	0	0	0	0	0	0	0	0	0	0
Unknown (Race)	0	0	0	0									
Total	230	387	0	617	3	2	5	0	0	0	3	2	5
Total Minority	120	135	0	255	3	1	4	0	0	0	3	2	5

	<i>Promotions From</i>			<i>Promotions Into</i>			<i>Promotions Within</i>		
	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE
White	0	0	0	0	0	0	0	1	1
Afr. Amer.	0	0	0	0	0	0	0	0	0
Hispanic	0	0	0	0	0	0	0	0	0
Asian	0	0	0	0	0	0	0	0	0
Nat. Amer.	0	0	0	0	0	0	0	0	0
NHOPI	0	0	0	0	0	0	0	0	0
Two or More	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	1	1
Total Minority	0	0	0	0	0	0	0	0	0

**EXHIBIT 7
CI 2009-10 Affirmative Action Plan**

California State University Channel Islands

Personnel Transactions Summary - EXHIBIT 7

Job Group: 4 - Clerical/Secretarial

Transaction Dates: 07/01/2009 To 06/30/2010

	<i>Applicants</i>				<i>Hires</i>			<i>Terminations (I)</i>			<i>Terminations (V)</i>		
	Males	Females	UNKNOWN (GENDER)	TOTAL RACE	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE
White	17	112	0	129	0	1	1	0	0	0	0	3	3
Afr. Amer.	1	7	0	8	0	0	0	0	0	0	0	0	0
Hispanic	12	44	0	56	0	0	0	0	0	0	1	2	3
Asian	3	16	0	19	0	0	0	0	0	0	0	1	1
Nat. Amer.	1	1	0	2	0	0	0	0	0	0	0	0	0
NHOPI	0	0	0	0	0	0	0	0	0	0	0	0	0
Two or More	0	0	0	0	0	1	1	0	0	0	0	0	0
Unknown (Race)	0	0	0	0									
Total	34	180	0	214	0	2	2	0	0	0	1	6	7
Total Minority	17	68	0	85	0	1	1	0	0	0	1	3	4

	<i>Promotions From</i>			<i>Promotions Into</i>			<i>Promotions Within</i>		
	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE
White	0	0	0	0	0	0	0	0	0
Afr. Amer.	0	0	0	0	0	0	0	0	0
Hispanic	0	0	0	0	0	0	0	0	0
Asian	0	0	0	0	0	0	0	0	0
Nat. Amer.	0	0	0	0	0	0	0	0	0
NHOPI	0	0	0	0	0	0	0	0	0
Two or More	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0
Total Minority	0	0	0	0	0	0	0	0	0

California State University Channel Islands

Personnel Transactions Summary - EXHIBIT 7

Job Group: 5 - Technical/Paraprofessional

Transaction Dates: 07/01/2009 To 06/30/2010

	<i>Applicants</i>				<i>Hires</i>			<i>Terminations (I)</i>			<i>Terminations (V)</i>		
	Males	Females	UNKNOWN (GENDER)	TOTAL RACE	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE
White	20	39	0	59	0	0	0	0	0	0	0	0	0
Afr. Amer.	1	1	0	2	0	0	0	0	0	0	0	0	0
Hispanic	7	18	0	25	0	0	0	0	0	0	0	1	1
Asian	3	5	0	8	0	0	0	0	0	0	0	0	0
Nat. Amer.	0	0	0	0	0	0	0	0	0	0	0	0	0
NHOPI	0	0	0	0	0	0	0	0	0	0	0	0	0
Two or More	0	0	0	0	1	0	1	0	0	0	0	0	0
Unknown (Race)	0	0	0	0									
Total	31	63	0	94	1	0	1	0	0	0	0	1	1
Total Minority	11	24	0	35	1	0	1	0	0	0	0	1	1

	<i>Promotions From</i>			<i>Promotions Into</i>			<i>Promotions Within</i>		
	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE
White	0	0	0	0	0	0	0	0	0
Afr. Amer.	0	0	0	0	0	0	0	0	0
Hispanic	0	0	0	0	0	0	0	0	0
Asian	0	0	0	0	0	0	0	0	0
Nat. Amer.	0	0	0	0	0	0	0	0	0
NHOPI	0	0	0	0	0	0	0	0	0
Two or More	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0
Total Minority	0	0	0	0	0	0	0	0	0

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**California State University Channel Islands
Personnel Transactions Summary - EXHIBIT 7**

Job Group: 6 - Skilled Crafts

Transaction Dates: 07/01/2009 To 06/30/2010

	<i>Applicants</i>				<i>Hires</i>			<i>Terminations (I)</i>			<i>Terminations (V)</i>		
	Males	Females	UNKNOWN (GENDER)	TOTAL RACE	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE
White	55	0	0	55	4	0	4	2	0	2	0	0	0
Afr. Amer.	3	0	0	3	0	0	0	0	0	0	0	0	0
Hispanic	25	0	0	25	0	0	0	1	0	1	1	0	1
Asian	4	0	0	4	0	0	0	0	0	0	0	0	0
Nat. Amer.	4	0	0	4	0	0	0	0	0	0	0	0	0
NHOPI	2	0	0	2	0	0	0	0	0	0	0	0	0
Two or More	0	0	0	0	1	0	1	0	0	0	0	0	0
Unknown (Race)	0	0	0	0									
Total	93	0	0	93	5	0	5	3	0	3	1	0	1
Total Minority	38	0	0	38	1	0	1	1	0	1	1	0	1

	<i>Promotions From</i>			<i>Promotions Into</i>			<i>Promotions Within</i>		
	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE
White	0	0	0	0	0	0	0	0	0
Afr. Amer.	0	0	0	0	0	0	0	0	0
Hispanic	0	0	0	0	0	0	0	0	0
Asian	0	0	0	0	0	0	0	0	0
Nat. Amer.	0	0	0	0	0	0	0	0	0
NHOPI	0	0	0	0	0	0	0	0	0
Two or More	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0
Total Minority	0	0	0	0	0	0	0	0	0

**California State University Channel Islands
Personnel Transactions Summary - EXHIBIT 7**

Job Group: 7 - Service/Maintenance

Transaction Dates: 07/01/2009 To 06/30/2010

	<i>Applicants</i>				<i>Hires</i>			<i>Terminations (I)</i>			<i>Terminations (V)</i>		
	Males	Females	UNKNOWN (GENDER)	TOTAL RACE	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE
White	93	30	0	123	1	0	1	0	0	0	0	0	0
Afr. Amer.	7	1	0	8	0	0	0	0	0	0	0	0	0
Hispanic	159	21	0	180	1	1	2	0	0	0	0	0	0
Asian	20	12	0	32	0	0	0	0	0	0	2	0	2
Nat. Amer.	5	1	0	6	0	0	0	0	0	0	0	0	0
NHOPI	2	1	0	3	0	0	0	0	0	0	0	0	0
Two or More	0	0	0	0	1	0	1	0	0	0	0	0	0
Unknown (Race)	0	0	0	0									
Total	286	66	0	352	3	1	4	0	0	0	2	0	2
Total Minority	193	36	0	229	2	1	3	0	0	0	2	0	2

	<i>Promotions From</i>			<i>Promotions Into</i>			<i>Promotions Within</i>		
	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE	Males	Females	TOTAL RACE
White	0	0	0	0	0	0	1	0	1
Afr. Amer.	0	0	0	0	0	0	0	1	1
Hispanic	0	0	0	0	0	0	1	0	1
Asian	0	0	0	0	0	0	0	0	0
Nat. Amer.	0	0	0	0	0	0	0	0	0
NHOPI	0	0	0	0	0	0	0	0	0
Two or More	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	2	1	3
Total Minority	0	0	0	0	0	0	1	1	2

**EXHIBIT 7
CI 2009-10 Affirmative Action Plan**