



***Santa Monica Community College District***

**EMPLOYEE DIVERSITY REPORT 2009**

**EXECUTIVE SUMMARY**

Santa Monica College (SMC) is within one of the most racially and ethnically diverse counties within the United States. The diversity of Los Angeles County is enhanced by its location in the State of California, the comfortable climate, the stunning geography, and most importantly the easy access to a multitude of options and opportunities for the people who live here. Santa Monica College's reputation as a premier two-year institution of higher education continues to reinforce its popularity and respected status with educators, students and the communities which this college serves.

This report will provide a snapshot of faculty, staff and student diversity within Santa Monica College and a platform from which strategies for employment outreach will be devised in this post Proposition 2009 environment.

Information provided for the college spans a three-year period from July 2006 through June 2009, and was collected with the assistance of staff from the Offices of Institutional Research and Information Management. Los Angeles County data was collected from the 2008 U.S. Census Bureau Data Report and the California Department of Finance.

**Record Student Enrollment**

The outstanding reputation of this institution is one of many reasons why postsecondary students are coming in droves to SMC from public, private and charter schools. It is also understood that with tumultuous economic times and high unemployment, people return to school. Progressively increasing enrollment is evident in the comparison data for years 2006, 2007 and 2008 contained in this report. Though not included in the report, fall semester 2009 enrollment data through September 28, 2009 indicates a headcount of 35,307 students. 9,365 are Full-Time equivalent credit students (FTES) enrolled with 12 or more units.

**Data Collection and New Reporting Guidelines**

In response to criticism about racial and ethnic standards not adequately reflecting the diversity of the nation's current population, the U. S. Office of Management and Budget (OMB) initiated a comprehensive review in 1993. Recommendations from this review were implemented in 1997 by the federal government through the OMB's "Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity." In 2007, the U.S.

Department of Education posted the guidelines to implement OMB's 1997 standards and California Community Colleges are collecting data in accord with these standards through the Equal Employment Opportunity Survey Form, a document that is a primary source for applicants and employees to identify their race and ethnicity. This form was revised to comply with updates to Title 5.

Data is collected by applicants' and employees' optional identification of race and ethnicity. Traditional surveys requested people to identify race as being American Indian/Alaska Native, Asian, Black, Hispanic, or White. The updated EEO surveys remain optional but now respondents are specifically asked to identify race and ethnicity. They must first identify whether or not they are Hispanic/Latino or Spanish Origin and if their race is American Indian or Alaskan Native, Asian, Black or African American, or Native Hawaiian or Other Pacific Islander. Respondents may further identify if there are two or more races within their lineage.

### **Diversity Statistics**

Data is presented on a fiscal year basis: 2006-2007 (2006), 2007-2008 (2007) and 2008-2009 (2008). When reviewing the data, totals are shown on the right side of the page. Corresponding group numbers are presented with percentages in each category. Data is presented initially by race and ethnicity and subsequently by gender.

To better understand employee changes since June 2009, current employee information for Fall Semester 2009 is shown below. Unless specified, the following statistics for each group are representative of 2008- 2009 data.

#### Current SMC Employees - Fall Semester 2009

✚ Academic Administrators:	48
✚ Classified Managers:	39
✚ Classified Support:	473
✚ Full-Time Faculty:	310
✚ Part-Time Faculty:	1,008

#### Students

Student information is included because the District workforce should be representative of the students who attend Santa Monica College.

Student race and ethnicity population data remained relatively consistent from 2006 through 2008. Student diversity figures for 2008 figures were:

✚ 9.81% (3,378) were African American/Black
✚ 0.44% (153) were American Indian/Native American
✚ 16.0% (5,511) were Asian
✚ 37.94% (13,068) were Caucasian/White
✚ 2.13% (735) were Filipino
✚ 23.99% (8,263 ) were Hispanic
✚ 0.60% (207) were Pacific Islander
✚ 9.09% (3,131) were Unknown

Female students clearly outnumbered male students in 2006, 2007 and 2008. In 2008, females outnumbered males, 57.76% (15,897) to 42.21% (14,540).

## Academic Administrators

There were 55 Academic Administrators:

- ✚ 69.09% (38) were Female
- ✚ 30.91% (17) were Male
  
- ✚ 20.0% (11) were African American/Black
- ✚ 9.09% (5) were Asian
- ✚ 36.36% (20) were Caucasian/White
- ✚ 3.64% (2) were Filipino
- ✚ 10.91% (6) were Hispanic
- ✚ 1.82% (1) were Pacific Islander
- ✚ 18.18% (10) were Unknown

A point of interest when reviewing the stats is that Academic Administrators include Project Managers. Project Managers are one year temporary employees. There were 11 Project Managers:

- ✚ 5 were African American/Black
- ✚ 3 were Caucasian/White
- ✚ 3 were Hispanic/Latino
- ✚ 10 were Female
- ✚ 1 was Male

## Classified Managers

There were 39 Classified Managers:

- ✚ 25.64% (10) were Female
- ✚ 74.36% (29) were Male
  
- ✚ 17.95% (7) were African American/Black
- ✚ 2.56% (1) was American Indian/Native American
- ✚ 7.69% (3) were Asian
- ✚ 66.67% (26) were Caucasian/White
- ✚ 5.13% (2) were Hispanic

This category is dominated by Caucasian men and is less racially and ethnically diverse compared to college employees overall.

## Classified Support

There were 473 Classified Support personnel.

- ✚ 53.48% (246) were Female
- ✚ 46.52% (227) were Male
  
- ✚ 25.76% (122) were African American/Black
- ✚ 0.21% (1) was American Indian/Native American
- ✚ 6.77% (32) were Asian
- ✚ 36.79% (174) were Caucasian/White
- ✚ 2.33% (11) were Filipino
- ✚ 23.47% (111) were Hispanic
- ✚ 4.65% (22) were Unknown

African Americans and Latinos are more evenly represented in classified support positions than Asians and Native Americans. Based on the student data, more employee representation is needed for Asian, Native American and Pacific Islander populations.

## Full-Time Faculty

There were 318 Full-Time faculty members.

- ✚ 57.86% (184) were Female
- ✚ 42.14% (134) were Male
  
- ✚ 11.95% (38) were African American/Black
- ✚ 7.86% (25) were Asian
- ✚ 63.21% (201) were Caucasian/White
- ✚ 0.94% (3) were Filipino
- ✚ 11.64% (37) were Hispanic
- ✚ 4.40% (14) were Unknown

Minority populations are under-represented within SMC's Full-Time faculty. Please refer to the Faculty Diversity Data by Department in Appendix G for more specific survey results.

## Part-Time Faculty

There were 1,114 Part-Time faculty members:

- ✚ 53.5% (596) were Female
- ✚ 46.5% (518) were Male
  
- ✚ 7.45% (83) were African American/Black
- ✚ 0.09% (1) was American Indian/Native American
- ✚ 7.09% (79) were Asian
- ✚ 62.57% (697) were Caucasian/White
- ✚ 0.54% (6) were Filipino
- ✚ 6.55% (73) were Hispanic
- ✚ 0.18% (2) were Pacific Islander
- ✚ 15.53% (173) were Unknown

Minority populations are under-represented within SMC's Part-Time faculty. Please refer to the Faculty Diversity Data by Department in Appendix G for survey results.

## **Age Data**

Information has been reviewed by Human Resources to determine the age of employees by employment category. The results reinforce the need to effectively implement succession planning strategies.

### 60+ years of age

- ✚ 17% (8) of academic administrators
- ✚ 16% (6) classified managers
- ✚ 19% (91) classified support personnel
- ✚ 30% (95) of Full-Time faculty members
- ✚ 25% (257) of Part-Time faculty members

If several employees, who are eligible for retirement, were to leave simultaneously, significant vacancies would exist. Opportunities to open recruitment processes would develop.

## **Applicant Pools, New Hire Information and Interpretation of the Data**

During 2008-2009, 1,586 academic applications were received but 62.42% (990) applicants were "Unknown." This unknown component skews survey results. However, the data indicates under-representation with racial and ethnic minorities.

An online application process was initiated by the Personnel Commission during this year for classified employment applications that resulted with 9,636 classified applications being processed. Only 10.35% (997) of the applicants did not complete or respond to the optional EEO survey when applying for a job. The increase with classified employment applications in all categories indicated significantly improved recruitment outreach in most groups. There were no responses for Pacific Islanders. Though there were more applicants, the caliber of the applicant pool is not known until a testing and selection process is initiated.

In viewing the data, it is evident that based upon all employment categories except for classified managers; more females apply for positions and are hired by the District.

## **New Hire Data**

There were 179 employees hired during 2008-2009:

- ✚ 10.61% (19) were African American/Black
- ✚ 6.70% (12) were Asian
- ✚ 51.96% (93) were Caucasian/White
- ✚ 10.61% (19) were Hispanics
- ✚ 0.56% (1) were Pacific Islander
- ✚ 19.55% (35) did not identify race and ethnicity

## **Impact of "Unknown" Responses**

A significant percentage of people did not respond, self identify or simply did not complete the Equal Employment Opportunity Survey Form, thus their race and ethnicity are categorized as "unknown". Where students or employees were formerly able to check "Decline to State" or "Unknown" on the Equal Employment Opportunity Survey Form, these options are no longer available on the updated form.

The "unknown" designation impacts data and leads to major speculation as to what must be done to encourage more thorough completion of the EEO Survey. It also triggered awareness of the need to improve or expand data collection methods at the college.

The HR Office will implement changes in its intake process of new hires to encourage completion of the optional Equal Employment Opportunity Survey Form.

## **Employee/Employment Outreach**

Since 2007, the District Human Resources Office and the Personnel Commission have worked collectively to improve recruitment, testing and selection processes. The Personnel Commission quickly initiated the move to automate an applicant tracking process. This allowed for a broader and more comprehensive sweep for prospective talent. With the implementation of NEOGOV in February 2008, classified applicants increased 1000%. The caliber of applicants also improved because of strategic outreach efforts and improved testing methods.

The District HR Office will implement PEOPLEADMIN, an online academic application tracking process, in October or November 2009. It is anticipated that recruitment outreach efforts will be enhanced by having a more efficient and easily accessible path for prospective candidates to apply for academic positions. Prospects will see that SMC is the place to be! It will also provide an opportunity for applicants to virtually peruse SMC.

Both the District HR Office and Personnel Commission will continue EEO training of selection committee members and hiring panels. This training is mandated for all committee members or panelists of each hiring process.

## **Summary**

In conclusion, based on the data that has been gathered, there is work to be done to develop strategies to broaden and balance racial and ethnic representation among employee categories with each recruitment process. The Human Resources Office and Personnel Commission will do this within the guidelines of applicable laws and policies.

To accomplish this ideal, a conscientious decision to support such efforts must be made and be supported by the SMC Board of Trustees. Hiring employees to achieve a better balance is a quick yet expensive proposition in these challenging economic times. Pressure to rally for specific positions is expected. Each suggested replacement or added position must be scrutinized. If feasible, recruitments should be open processes.

The message that the District wants to promote is that there is commitment to achieving employee diversity at SMC.