



DARE TO DO MORE

Community College

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Office of the President

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November 15, 2011

Mr. Cesar A. Perez, Esq.
Chair/Commissioner
Equal Employment Practices Commission
City of New York
40 Rector Street, 14th Floor
New York, NY 10006

Re: Resolution#11/19-042 (LAGCC) Audit of Compliance by LaGuardia Community College with the City University of New York's Affirmative Action/Equal Employment Opportunity and Diversity Policy from July 7, 2007 to June 30, 2010.

Dear Mr. Perez, Esq.,

We appreciate the feedback of the Equal Employment Practices Commission (EEPC) auditors. In response to the EEPC's recommendations, we have implemented the following:

Recommendation 1

The Office of Legal Affairs, Labor Compliance & Diversity has increased the number of sexual harassment prevention and AA/EEO non-discrimination training sessions held throughout the 2011-2012 academic year for all employees including Managers and Supervisors. The following training sessions for managers, staff, students, and/or faculty were held over the summer and fall of 2011, and will run on an ongoing basis each academic year:

2011

- May 4th - Mandatory Compliance Workshop for new staff and faculty
- May 27th - Non-Discrimination and Sexual Harassment training for staff and managers of the Enrollment Management and Financial Services Department
- September 7th - Fall Orientation for new staff and faculty
- November 8th - Adult & Continuing Education (ACE) Division of managers and staff
- November 14th - University sponsored "Respectful Workplaces: Preventing Sexual Harassment for Managers and Supervisors" workshop conducted by Employment Practices Solutions (an employment law and human resources consulting company)
- November 16th - Health Sciences Department presentation on EEO and Sexual Harassment prevention policies
- November 30th - LaGuardia Nursing Club on Health Sciences / Nursing students

- December 13th - Training for tutors and interns in Academic Affairs Division
- December 2011 - LGBT Sensitivity Training for Public Safety and Custodial Staff conducted by the Hetrick-Martin Institute
- December 2011 - Student Advisory Council (SAC)

2012

- January 2012 – Information Technology Division
- February 2012 – Humanities Department
- March 2012 – Student Government Association (SGA)
- April 2012 – Presentation for College Senate Meeting (comprised of faculty, staff, and students)
- May 2012 – Admissions Department
- June 2012 – Recreation Department

Recommendation 2

The Affirmative Action Specialist and/or Affirmative Action Officer shall continue to notify complainants and respondents in writing as to the outcome of the investigation, if both complainants are in agreement with the resolution of the complaint.

Recommendation 3

In compliance with Section 831 of the New York City Charter, I will be informed in writing of any full investigations. As of June 2011, the AA/CDO has been developing investigative reports to inform me of formal complaint outcomes. In addition to the updates I receive in our regularly scheduled meetings, the AA/CDO will also provide monthly updates on the investigation and resolution of each case. To streamline this process, we will also utilize CUNY's "Charge of Discrimination" and "Actions Taken in Response to Discrimination/Harassment Complaint" forms.

Pursuant to Section 832 of the New York City Charter, the actions above will be implemented by June 2012.

Sincerely,



Dr. Gail O. Mellow

c: Jemma Robain LaCaille, Esq
Arlene Peterson, Compliance and Diversity Director
Professor Unn Hilde, Affirmative Action Officer