

EQUAL EMPLOYMENT PRACTICES COMMISSION

SUMMARY COMPLIANCE REPORT

Agency: LaGuardia Community College
College President: Dr. Gail Mellow
EEO Officers: Arlene Peterson
Audit Period: July 7, 2007 to June 30, 2010

Agency Census as of June 30, 2010: 2,240

Date of Preliminary Determination Letter: October 6, 2011
Date of Response Letter: November 15, 2011
Date EEOC Letter in Lieu of Final Determination: January 5, 2012

Compliance Initiated: January 19, 2012
Compliance Completed: June 12, 2012
Covering Months: January, 2012- June, 2012

Date: June 28, 2012

Pursuant to the findings and recommendations of the Equal Employment Practices Commission's (EEOC) Audit of Compliance by the LaGuardia Community College with its Equal Employment Opportunity Policy, EEOC initiated Audit Compliance with the LAGCC in January 2012. The LAGCC's final Monthly Compliance Report was submitted on June 12, 2012.

All five required actions were completed or accepted. The following is a summary of the compliance reports:

- 1. The College should develop an AA/EEO and Diversity training plan to ensure that all individuals who work within the campus, including managers and supervisors, are trained concerning AA/EEO and Diversity-related policies, rights, and responsibilities. (LAGCC/CUNY Affirmative Action Program, p. 7 and EEOC/Sect. 831, City Charter)**

The AAO/CDO along with the Campus Diversity Committee, which is comprised of faculty and staff representing different departments conducted the training sessions with various college divisions and departments throughout the academic year. The College provided the schedule and sign-in sheets of EEO/AA, LGBT Sensitivity, Sexual Harassment Prevention, and CUNY Policies and Procedures on Nondiscrimination and Sexual Harassment.

The required action was completed in June 2012.

2. **If both the complainant and the respondent are satisfied with the results of the investigation and resolution of the complaint is agreed upon, the AA/CDO should notify both in writing as to the outcome of the investigation. (LAGCC/CUNY Affirmative Action Program, p. 4)**

The EEPC audit recommendation was concerned that the LaGCC formal investigation procedure was not in compliance with the CUNY Policies and Procedures on Nondiscrimination and Sexual Harassment, the College provided a redacted copy of a letter to the parties to inform them of the results of the investigation, in accordance with the CUNY Policy and Procedures.

The implementation of the required action was accepted in March 2012.

3. **The AA/CDO should inform the President in writing of the investigation and resolution of the complaint. (EEPC/Sect. 831, City Charter)**

The College commenced the practice of the AA/EEO and Diversity Officer providing the LaGCC President an investigative report and an Action Form. The College provided a redacted copy of an investigative report with the President's Action sheet.

The implementation of the required action was accepted in March 2012.

4. **The *LaGuardia Community College/CUNY Affirmative Action Program* formal complaint investigation procedure should conform to the standards set by the CUNY Policies and Procedures on Non-Discrimination and Sexual Harassment, Section 8.c, which states that the complainant and respondent to an investigation should be apprised in writing of the outcome and action taken as a result of the complaint.**

The AA/EEO and Diversity Office commenced the practice of apprising the complainant and the respondent in an investigation of the outcome of the investigation in writing. The College provided redacted copies of letters.

The response to the required action was accepted in March 2012

5. **Since the Charter requires the agency head to ensure and promote equal employment opportunity, after implementation of the above recommendations, the President should distribute a memorandum to all staff informing them of the changes that have been implemented in the agency's EEO program pursuant to the EEPC's audit. This memorandum should re-emphasize the agency head's commitment to the agency's Equal Employment Opportunity Program.**

The LaGCC President issued a memorandum to all employees informing them of the EEPC's audit and the College's implementation of the audit recommendations. She also reaffirmed


her and the LaGuardia Community College's commitment to the principles of equal opportunity and diversity. A copy is attached.

The required action was implemented on June 7, 2012.

Recommendation

Based on the above information, we recommend that the Equal Employment Practices Commission issue a Letter of Completion of Compliance to LaGuardia Community College President, Dr. Gail Mellow, informing her that the LaGuardia Community College has implemented the recommended corrective actions to the Commission's satisfaction.

Respectfully Submitted,


Judith Garcia Quiñonez, Esq.
Agency Counsel
Director of Compliance


Charise L. Hendricks
Interim Executive Director

Attachment