

MEMORANDUM

To: All Employees

From: President Gail O. Mellow

Date: June 7, 2012

Subject: Equal Employment Practices Commission Audit

In June 2012, the Equal Employment Practices Commission (EEPC) completed an audit of LaGuardia Community College's compliance with the City University of New York's Affirmative Action/Equal Employment Opportunity and Diversity Policy from July 1, 2007 to June 30, 2010.

Following this audit, we were required to implement the EEPC's recommendations within six months. I am pleased to report that we are now in full compliance with the audit recommendations. The audit recommendations included:

- 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. (EEPC/Sect. 831, City Charter)
- 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.
- The AA/CDO should inform the President in writing of the investigation and resolution of the complaint. (EEPC/Sect. 831, City Charter)
- 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.
- Since the Charter and the EEOP require 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 College's Affirmative Action Program pursuant to the EEPC's audit. This memorandum should reemphasize the agency head's commitment to the agency's Equal Employment Opportunity Program.

I reaffirm LaGuardia Community College's strong commitment — and my own commitment — to the principles of affirmative action, equal opportunity, and diversity. LaGuardia is committed to maintaining fair employment practices for all our employees. It is the policy of The City University of New York and LaGuardia Community College to recruit, employ, retain, promote, and provide benefits to employees; and to admit and provide services for students without regard to race, color, creed, national origin, ethnicity, ancestry, religion, age, sex, sexual orientation, gender identity, marital status, legally registered domestic partnership status, disability, predisposing genetic characteristics, alienage, citizenship, military or veteran status, or status as a victim of domestic violence.

Detailed information regarding LaGuardia's EEO/AA program, its policies and procedures can be found on the College website at: <http://laguardia.edu/Departments/Legal-Affairs-Compliance-and-Diversity/Home/>

Employees with equal employment opportunity concerns, or if you wish to find out specific information about how the College addressed the EEPC's recommendation, are advised to speak with Arlene Peterson, Director of Compliance & Diversity/Affirmative Action Specialist or Unn Hidle, Affirmative Action Officer. Each can be reached at 718-482-5088 or AffirmativeAction@lagcc.cuny.edu.

I thank you for sharing my commitment to creating a work environment that encourages and appreciates diversity.