



EQUAL EMPLOYMENT PRACTICES COMMISSION

SUMMARY COMPLIANCE REPORT

Agency: Queensborough Community College
College President: Dr. Diane Bova Call
EEO Officers: Mavis Hall
Audit Period: July 1, 2001- June 30, 2010

Agency Census as of June 30, 2010: 1,655

Date of Preliminary Determination Letter: October 6, 2011
Date of Response Letter: November 17, 2011
Date EEPC Letter in Lieu of Final Determination: December 5, 2011

Compliance Initiated: December 21, 2011
Compliance Completed: June, 2012
Covering Months: January, 2012- June, 2012

Date: June 28, 2012

Pursuant to the findings and recommendations of the Equal Employment Practices Commission's (EEPC) Audit of Compliance by the Queensborough Community College (QCC) with its Equal Employment Opportunity Policy, EEPC initiated Audit Compliance with the QCC in December, 2011. The Queensborough Community College's final Monthly Compliance Report was submitted on June 6, 2012.

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

- 1. The College should develop a training plan to ensure that all individuals who work within the college, including managers and supervisors, are trained concerning AA/EEO and Diversity-related policies, rights, and responsibilities. (CUNY, *Policies and Procedures on Non-Discrimination and Sexual Harassment*, Section II.2a, July 2008 and EEPC/Sect. 831 City Charter)**

The College's training plan ensures that all individuals who work within the college, including managers and supervisors are trained concerning AA/EEO and Diversity related policies, rights responsibilities, via e-mail, web and on site postings; digital signage and training events. The information is also covered at departmental meetings and other training sessions. The college

provided sign-in sheets and charge/ training outlines and handouts.

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

2. **All discrimination complaint files should contain a Charge of Discrimination Form completed by the complainant or the AA/CDO. (CUNY, *Policies and Procedures on Non-Discrimination and Sexual Harassment*, Section II.4, July 2008)**

The College commenced the practice of including the Charge of Discrimination Form in compliant file and provided a copy of the form.

The required action was implemented in February 2012.

3. **The complainant should be informed in writing that an investigation is being commenced, that interviews of the accused and possibly other people shall be conducted, and that the President shall determine what action, if any, to take after the investigation is complete. (CUNY, *Policies and Procedures on Non-Discrimination and Sexual Harassment*, Section II.7b2, July 2008)**

The College instituted the practice of informing complainants, in writing, when an investigation has commenced. The College provided a copy of such communication to the EEPC.

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

4. **The accused should be advised that a complaint of discrimination has been received, that an investigation has begun, which may include interviews with third parties, and that the President shall determine what action, if any, to take after the investigation is completed. The accused should be given a copy of the complaint and an opportunity to respond. (CUNY, *Policies and Procedures on Non-Discrimination and Sexual Harassment*, Section II.7b3, July 2008)**

The College instituted the practice of informing the accused party, in writing, when a complaint is received and an investigation has commenced. The College provided a copy of such communication to the EEPC.

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

5. **Promptly following the completion of the investigation, the AA/CDO should report his or her findings to the President. The President should sign the *Actions Taken in Response to Discrimination/Harassment Complaint Form* that will go into the investigation complaint file. (CUNY, *Policies and Procedures on Non-Discrimination and Sexual Harassment*, Section II.8a,d, July 2008)**

The College instituted the practice of the AA/ CDO communicating to the President the findings upon their completion of the investigation. The college provided a copy of the Actions Taken in Response to Discrimination/ Harassment Complaint Form.

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

6. **The complainant(s) and respondent(s) to an investigation should be apprised in writing of the outcome and action taken as a result of the complaint. (CUNY, *Policies and Procedures on Non-Discrimination and Sexual Harassment*, Section II.8c, July 2008)**

The College instituted the practice of apprising the complainant and respondent of the actions taken as a result of the complaint. The College provided redacted copies of the notices.

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

7. **All college recruitment literature should indicate that the college is an equal opportunity employer. (EEPC/Sect. 831, City Charter)**

The college implemented the practice of including the EEO tagline in all postings of opportunities at the college and provided various copies of job listings which indicated that the college is an equal opportunity employer.

The implementation of the required action was accepted in February 2012

8. **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. A copy is attached.**

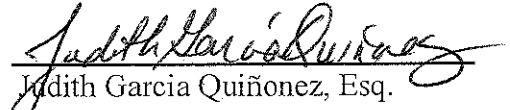
The QCC President issued a memorandum to all employees informing them of the EEPC's audit and the College's implementation of changes in the EEO program. She also reaffirmed her dedication to maintaining a work environment that recognizes and appreciates the diversity of its workforce. The President also stated the Queensborough Community College is an equal opportunity employer committed to compliance with federal, state and local laws prohibiting employment discrimination. A copy is attached.

The required action was implemented on February 9, 2012.

Recommendation

Based on the above information, we recommend that the Equal Employment Practices Commission issue a Letter of Completion of Compliance to College President Dr. Diane Bova Call, informing her that the Queensborough 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