

# Equity Department

## ASP for Academic Year 2025-2026

November 2024

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## Description Of Section

### Connection to College Mission

The Office of Equity & Inclusion supports the college's mission by considering the diversity that exists within our student population and providing resources that are catered to the unique students we enroll. We believe that every student, regardless of race, ethnicity, religion, immigration status, gender identity, generational status, socioeconomic status, or sexual orientation, is deserving of receiving the support they need to achieve their academic and professional goals. Our office is committed to ensuring all employees and students feel welcomed and safe at Cerro Coso, online and in person, and that everyone's uniqueness is valued.

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## Review And Planning

### Performance and Equity Gaps Still to be Addressed

The Office of Equity and Inclusion has been operating under the direction of a Director for one full academic year now (AY23-24).

During this time student data for the following groups has been assessed: Black/African-American, Native American, and Undocumented. This data has been used for outreach purposes, to communicate information on resources available and culturally relevant events. The numbers within each group have also assisted this Office with determining where staffing supports are most needed, and specifically in what locations. Gaps that remain are obtaining accurate data for LGBTQ+ students.

### Last Year's Initiatives

No prior year initiatives to report on.

### Initiatives for Next Academic Year

#### NASSSP First Year Cohort

**Is this part of a multiyear initiative?**

Yes

#### Specific Action Steps to be Taken:

1. Obtain data from OIR of first-time, first-year NASSSP students. NASSSP students, per the California Community Colleges Chancellor's Office are student who have selected the AI/AN box during their CCCApply application and include those who are of two or more races.
2. Identify staff members who will be primarily communicating with this group, possibly hire a Professional Expert to support this effort
3. Obtain the support of from counseling departments and other support services

**Early Observational Data, or "Lead" Measure(s):**

- Number of students from this cohort who persist from Fall 2025 to Spring 2026
- Number of students from this cohort who complete transfer-level Math/English by the end of Spring 2026

**Does the department request help developing these instruments?**

No

**Institutional Performance Data, or "Lag" Measure(s):**

Final count from this cohort who persist to Fall 2026, have completed transfer-level Math and English within the first year

**Person Responsible:**

Director, Equity & Inclusion

**Unit gap or institutional goals addressed:**

It addresses a Strategic Plan goal or objective (reminder to the right), It addresses a gap in student equity, It addresses a Student Equity and Achievement Plan goal

**Increase DEI professional development opportunities for employees college-wide**

**Is this part of a multiyear initiative?**

Yes

**Specific Action Steps to be Taken:**

To provide broader employee support for professional development, working alongside other administrators will be necessary. For each of the special programs under this Office, a college-wide training and/or presentation can be held to assist employees with improving their cultural competency to better serve our diverse student population. When applicable, the Office of Equity and Inclusion can and will sponsor employees to attend webinars and/or conferences.

**Early Observational Data, or "Lead" Measure(s):**

Number of trainings or presentations provided each semester

**Does the department request help developing these instruments?**

No

**Institutional Performance Data, or "Lag" Measure(s):**

Number of employees served throughout the year

**Person Responsible:**

Director, Equity & Inclusion

**Unit gap or institutional goals addressed:**

It addresses a Strategic Plan goal or objective (reminder to the right), It addresses a gap in student equity

## Create a working group for Office of Equity and Inclusion

### Is this part of a multiyear initiative?

Yes

### Specific Action Steps to be Taken:

The Office of Equity and Inclusion hosts a variety of events and initiatives throughout the year. Currently, the work is done alongside the Department of Outreach and includes student voices whenever possible. Moving forward, having a group that consists of instructional and counseling faculty, administrators from other departments, and classified staff, will be useful in having a diverse set of inputs and ideas. The group would meet ideally only in times when events need to be planned (Undocumented Student Action Week, Hispanic Heritage Month, Native American Heritage Month, CC Pride Week, Black History Month, etc.). Meetings would be action-oriented and would allow individuals in this group to be actively involved in student and employee engagement opportunities.

### Early Observational Data, or "Lead" Measure(s):

Membership selected; Meetings dates set

### Does the department request help developing these instruments?

No

### Institutional Performance Data, or "Lag" Measure(s):

Conversations with group members would be conducted to decide if this was an appropriate way to facilitate broader employee input into campus-wide activities.

### Person Responsible:

Director, Equity & Inclusion

### Unit gap or institutional goals addressed:

It addresses a Strategic Plan goal or objective (reminder to the right)

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## Resource Needs

### Facilities

Many of the grants that are under Equity and Inclusion call for the creation of dedicated space for specific student groups. The Native American Student Success and Support Program Grant, the Umoja Grant, and the LGBTQ+ Grant - all from the California Community Colleges Chancellors Office – ask for a dedicated space for each of these groups. Given the size of our college, it would be prudent to create a space for all these groups to be housed under and continue conversations about the development of singular spaces for each.

### Information Technology

There are no IT needs at this moment that are not already being fulfilled.

### Marketing

The continued support from this office is requested. Currently, the marketing departments supports our programs with printing, sharing of upcoming events, etc.

It would be useful if specific managers or staff from departments had access to update websites. For example, if the Office of Equity and Inclusion creates a website, we would like access to make timely updates related to upcoming events or deadlines. Training for at least one member of each department would be useful and offset some of the work from marketing staff.

## Professional Development

The Office of Equity and Inclusion would like to work towards providing more professional development opportunities for employees college-wide on a variety of topics under the umbrella of diversity, equity, and inclusion, with an emphasis on our student populations. Support from other administrators will be required to achieve such efforts.

## Other Needs

The Office of Equity and Inclusion seeks support from the Counseling Department. There is funding available in several grants under this Office to support the hiring of a part-time Equity counselor who can support the counseling needs of the NASSSP, UndocuSuccess, and CC Pride initiatives. Having a dedicated part-time counselor can assist these programs through academic workshops, counseling appointments, and other counseling-led projects.

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## Staffing Requests Not Already Listed In Unit Plans

### 1000 Category - Certificated Positions

### 2000 Category - Classified Staff

#### Department Assistant III

**Location:**

No Location Specified

**Salary Grade:**

38.0

**Number of Months:**

12

**Number of Hours per Week:**

40

**Salary Amount:**

\$81,077.16 (including benefits)

**Justification:**

1. The Office of Equity and Inclusion currently shared a DAIII position with the Outreach Department. At the time this position was filled, the Office of Equity & Inclusion was fairly new and there was no benchmark to compare the level of work that would be done. The Office of Equity & Inclusion oversees 5 categorical grants, all with varying levels of compliance and allowable expenses. The number of POs per week ranges between 3-7, including travel paperwork, signature requests, and other assignments.

2. The current impact of this position is that with the sharing of this position, the workflow is often interrupted by other duties. The programs under the Office of Equity and Inclusion will only continue to grow and it will become unsustainable for one DAIII to support both this department and the Outreach department. There are specific duties a DAIII accomplishes that is required in order to provide direct services to students when they need them.

3. Y - The work of the DAIII for Equity & Inclusion is currently being completed by a DAIII that is shared by the Outreach Department. 4. The work of the DAIII for Equity & Inclusion is currently being completed by a DAIII that is shared by the Outreach Department.

## **Program Coordinator - Student Equity**

### **Location:**

No Location Specified

### **Salary Grade:**

42.5

### **Number of Months:**

12

### **Number of Hours per Week:**

40

### **Salary Amount:**

### **Justification:**

1. While the director can perform these duties, much of their time will be spent on other matters. It also is unsustainable to have manager routinely conduct the duties of a classified employee. While support is before offered by other departments, it is unreasonable to continuously request support from already overburdened employees and departments.

2. Currently, there are four programs under Equity & Inclusion, three in the process of being formalized(NASSSP, CC Pride (LGBTQ+), and Undocusuccess) and one pre-existing program, Umoja. Only NASSSP has a full-time dedicated employee (Program Coordinator, NASSSP), while the other three programs are being support by part-time classified and faculty supports. The hiring of a program coordinator to provide continual support for these programs will support the longevity of offering these services for these special student populations. The Umoja program has had a 200% growth from AY23-24 to Fall 24 and will only continue to grow. The Undocusuccess program launch in Fall 2024 has experience strong response from students and the same goes for our CC Pride program. While NASSSP has a program coordinator housed in ESCC, an Equity Program Coordinator would be able to support this individual with supports at our other campuses (Tehachapi/IWV).

3. No

4. The Office of Equity and Inclusion has gathered support from various departments (Outreach, Counseling, etc.) and their employees to support with planning, coordination, and marketing of campus events that have fallen under Equity & Inclusion. While some of the work I being accomplished, it is an unsustainable solution to the needs of Equity & Inclusion, especially with the expected growth of each of the four programs housed under this department.