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## **ASIAN AMERICAN EMPLOYMENT PLAN REPORT**

**FISCAL YEAR 2018**

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***March 2019***

Asian American Employment Plan Report  
Fiscal Year 2018

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## INTRODUCTION

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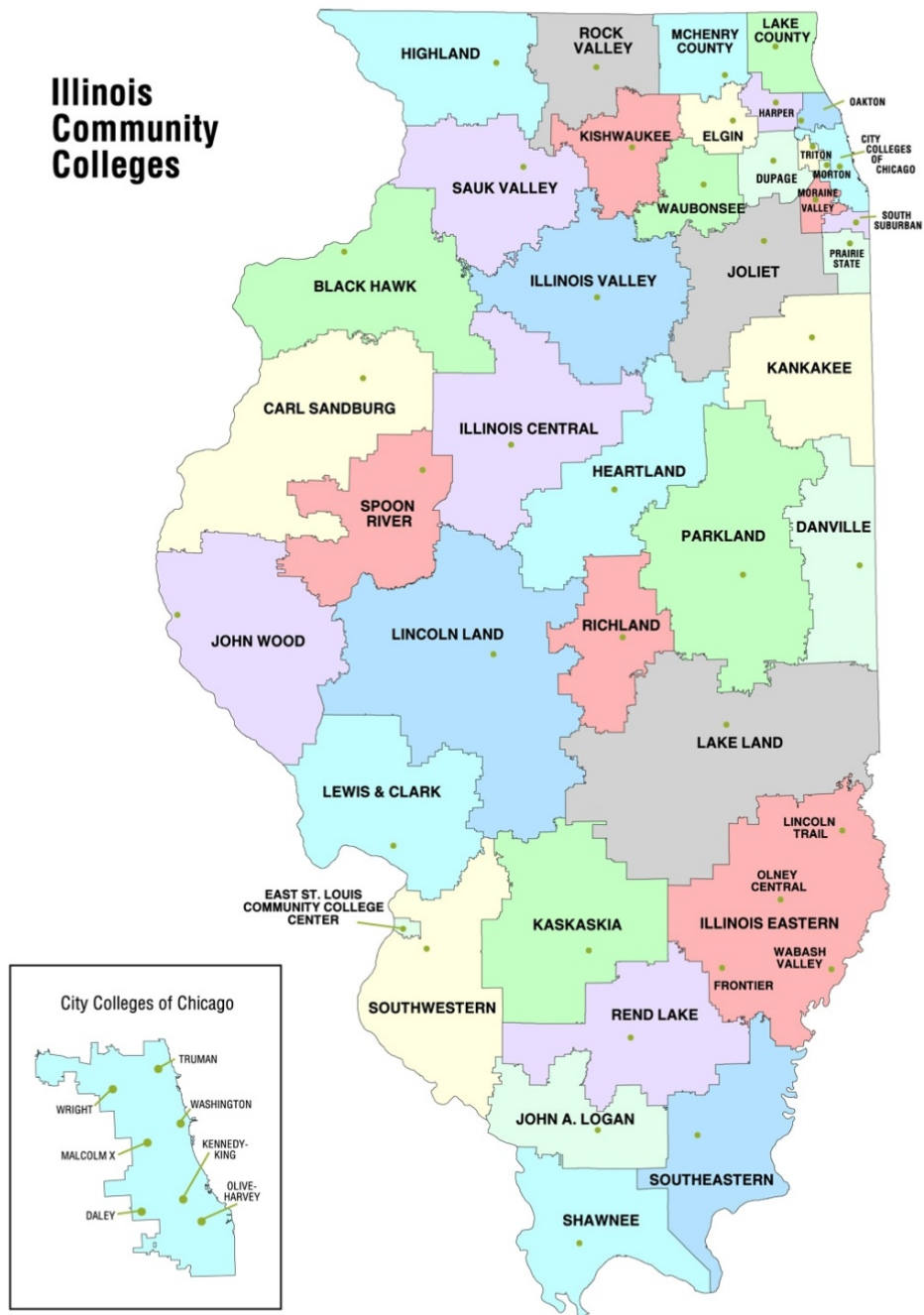
The enclosed materials contain fiscal year 2018 (July 1, 2017 through June 30, 2018) responses from Illinois' public Community College System to the *Asian American Employment Plan Survey* ([Public Act 097-0856](#)). The legislation requests that each community college provide an annual assessment of strategies and progress in the hiring and promotion of Asian American persons at supervisory, technical, professional and managerial levels.

Fiscal year 2018 is the seventh year that community colleges, public universities, and state agencies have been asked to furnish Asian American Employment Plans. The Illinois Community College System consists of 48 colleges that blanket the state and provide equal education, training, and employment opportunities to all individuals. A map of the System appears on the next page. College officials recognize that a diverse faculty, staff, and student body enriches and improves the educational environment for everyone. These reporting requirements allow colleges to provide additional information about their efforts to hire and promote individuals who are Asian American. The report compliments activities and initiatives that are described in the annual *Illinois Community College System Underrepresented Groups Report* which addresses legislative reporting requirements in the [Board of Higher Education Act](#) (Sec. 8. and Sec. 9.16). Underrepresented groups reporting aims to increase participation and achievement among students who are academically or financially at risk, including minorities, women, and individuals with disabilities, as well as first-generation students and low-income students. Other complementary initiatives are the *African American Employment Plan Survey* ([Public Act 096-1341](#)), the *Hispanic Employment Plan Survey*, and the *Bilingual Needs and Bilingual Pay Survey* ([Public Act 096-1286](#)). These surveys provide an annual assessment of initiatives and progress in hiring and promoting African Americans and Hispanics at local community colleges. Recent editions of the *Underrepresented Groups Report* and the *African American, Asian American, and Hispanic Employment Plan Reports* are available on the [ICCB website](#).

The *Asian American Employment Plan Survey Report* begins with demographic information about the state of Illinois, and annual community college credit program enrollments, completions, and staffing. Then individual college responses to standardized surveys addressing components of the legislation are provided. These surveys were adapted from forms developed by the State of Illinois' Department of Central Management Services. The Illinois Board of Higher Education collects similar information for the public four-year universities.

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MAP OF ILLINOIS COMMUNITY COLLEGES



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## DEMOGRAPHIC INFORMATION

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This section of the report provides an overview of the race/ethnicity composition of the State of Illinois' population, students enrolled in community college credit programs, graduates, and college faculty and staff. Illinois census data are provided to offer an external reference point for reviewing Illinois Community College System information. Community college demographic data on credit students and completers are gathered from the colleges through the Annual Enrollment and Completion submissions (A1 and A2). Analyses are included about the race/ethnicity distribution of community college credit students for selected broad program areas (PCS). Staffing data referenced in the following pages are from the Annual Faculty, Staff, and Salary submission (C3).

### State of Illinois' Race/Ethnicity Distribution

State census data show that Illinois' population was 12.80 million in 2017 compared to 12.83 million in 2010, and 12.42 million in 2000 ([U.S. Census 2000 Illinois](#), [U.S. Census 2010](#), enter Illinois, and [2018 Index of Need](#) Table 1). These detailed Illinois census data indicate that the state's population grew 3.1 percent between 2000 and 2017. The state population, however, decreased 0.2 percent between 2010 and 2017. Illinois' 2017 census estimate shows that White/Caucasian remained the largest race/ethnicity group. However, minority populations were responsible for Illinois' overall population growth from 2000 to 2017, as the percent of Caucasians decreased from 73.5 percent to 71.2 percent of the population ([U.S. Census 2000 Illinois](#) and [2018 Index of Need](#) Table 1).

Minority populations were responsible for Illinois' overall population growth from 2000 to 2017.
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The race/ethnicity data collection methodology changed for the 2000 census and continued in the 2017 census data. The 2017 census data showed that 2.0 percent of all Illinoisans identified themselves as two or more races. These individuals are included in the "Some Other Race\*\*" column in [Table 1](#). The question on Hispanic ethnicity was asked independently from an individual's race beginning in 2000 and is reflected in the data in the table. These duplicated Hispanic population counts show substantial growth, from 1,530,262 in 2000 to 2,209,323 in 2017 ([U.S. Census 2000 Illinois](#) and [2018 Index of Need](#) Table 1).

Illinois' largest minority group in 2000 was African American and in 2017 was Hispanic. Compared to 2000, African American counts in 2017 decreased from 15.1 percent to 14.6 percent, whereas Asian American counts increased from 3.4 percent to 5.8 percent, Native American from 0.2 percent to 0.6 percent, and Hispanic from 12.3 percent to 17.3 percent.

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**Table 1**  
**State of Illinois Race/Ethnicity Distribution (Census)**

	<i>White/ Caucasian</i>	<i>African American</i>	<i>Asian* American</i>	<i>Native American</i>	<i>Some Other Race**</i>	<i>Hispanic/Latino*** (Duplicated)</i>
2000	73.5%	15.1%	3.4%	0.2%	7.7%	12.3%
2010	71.5%	14.5%	4.6%	0.3%	9.0%	15.8%
2017	71.2%	14.6%	5.8%	0.6%	7.8%	17.3%

\*Includes Pacific Islander

\*\*Includes two or more races

\*\*\* Respondents identify their race; they also identify themselves in terms of Latino/Hispanic ethnicity

SOURCE OF DATA: U. S. Census Bureau, 2000 and 2010 & 2018 Index of Need, Table 1.

### Race/Ethnicity Distribution in Community College System Credit Programs

Overall in fiscal year 2018, minority students accounted for 45.4 percent of the individuals enrolled in credit coursework at Illinois community colleges whose ethnicity was known. Race/ethnicity classifications are aligned with U.S. Department of

Asian American students—24,590 in fiscal year 2018—constitute the third largest minority group enrolled in the Illinois Community College System.

Education collection and reporting standards. Fiscal year 2018 data show that minority representation was similar to the prior year (fiscal year 2017 = 44.1 percent). Fiscal year 2018 results are above the five-year average (43.0 percent). Students identifying themselves as Hispanic students—116,866 in fiscal year 2018—accounted for the largest number of minority enrollments this year. African American students—67,101 in fiscal year 2018—constitute the second largest minority group in the latest data. Asian American students—24,590 in fiscal year 2018—constitute the third largest minority group enrolled in the Illinois Community College System. The fiscal year 2018 proportionate representation by Hispanic students was higher by about one percentage point in comparison to the prior year (23.4 percent in fiscal year 2018 versus 22.3 percent in fiscal year 2017). While African American students accounted for the largest number of minority enrollments in fiscal year 2012 for the first time since fiscal year 1999, the fiscal year 2018 African American student proportional representation was slightly lower in comparison to the prior year (13.5 percent in fiscal year 2018 versus 13.6 percent in fiscal year 2017). Over the longer term—over the past five years—a decrease in the Illinois Community College System’s minority enrollments was noted among students identifying themselves as Pacific Islander (-72.0 percent), Native American (-60.8 percent), African American (-35.2 percent), and Asian American (-15.9 percent), while an increase was noted among students identifying themselves as Nonresident Alien (154.9 percent) and Hispanic (0.5 percent).

Student race/ethnicity representation varies across broad program areas (PCS). **Table 2** contains information about the race/ethnicity distribution of Adult Education [Adult Basic Education (ABE) and Adult Secondary Education (ASE)] and English-as-a-Second Language (ESL) enrollments. Minority students accounted for nearly three-fourths (72.9 percent) of the individuals enrolled in community college Adult Education coursework. In fiscal year 2018, Hispanic students accounted for over forty percent of Adult Education enrollments and African American students for over one-fourth of those enrollments (40.2 percent and 26.6 percent, respectively). Additionally, minority students accounted for about eight out of every ten (80.3

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percent) individuals enrolled in community college ESL coursework during fiscal year 2018. Hispanic students accounted for nearly two-thirds (62.4 percent) of the community college ESL students, followed by Asian American students (10.7 percent) and African American students (5.4 percent).

**Table 2**  
**Fiscal Year 2018 Minority Students Enrolled in Adult Education  
and English as a Second Language Programs**

<i><b>Program</b></i>	<i><b>African American</b></i>	<i><b>Hispanic/ Latino</b></i>	<i><b>Asian American</b></i>	<i><b>Nonresident Alien</b></i>	<i><b>Native American</b></i>	<i><b>Pacific Islander</b></i>	<i><b>Two or More Races</b></i>	<i><b>Minority Subtotal</b></i>
<b>ABE/ASE %</b>	<b>26.6%</b>	<b>40.2%</b>	<b>4.4%</b>	<b>0.4%</b>	<b>0.3%</b>	<b>0.1%</b>	<b>0.9%</b>	<b>72.9%</b>
Number	7,141	10,805	1,173	109	70	31	253	19,582
<b>ESL %</b>	<b>5.4%</b>	<b>62.4%</b>	<b>10.7%</b>	<b>1.6%</b>	<b>0.1%</b>	<b>0.1%</b>	<b>0.2%</b>	<b>80.3%</b>
Number	1,593	18,524	3,161	463	15	30	53	23,839

**SOURCE OF DATA:** ICCB Centralized Data System—Annual Enrollment and Completion (A1) Data

**Table 3** provides the distribution of minority students enrolled in Transfer and Career and Technical Education (CTE) programs. During fiscal year 2018, minorities comprised about four out of every ten (43.7 percent) Transfer enrollees. An examination of each minority race/ethnicity group's representation across the Transfer program area indicates that Hispanic students accounted for the largest minority group enrollments (21.6 percent), followed by African American students (12.6 percent), Asian American students (5.2 percent), students of Two or More Races (3.0 percent), Nonresident Alien students (1.0 percent), Native American students (0.2 percent), and Pacific Islander students (0.1 percent). **Table 3** also shows that about one-third of students enrolled in CTE programs were members of a minority group (35.0 percent). Hispanic students also had the highest representation among minorities in CTE programs and accounted for 16.5 percent of the population. African American students had the second largest CTE program enrollment (11.8 percent), followed by Asian American students (3.9 percent), students of Two or More Races (2.0 percent), Nonresident Alien students (0.6 percent), Native American students (0.3 percent), and Pacific Islander students (0.1 percent).

**Table 3**  
**Fiscal Year 2018 Minority Students Enrolled in Transfer  
and Career and Technical Education Programs**

<i><b>Program</b></i>	<i><b>African American</b></i>	<i><b>Hispanic/ Latino</b></i>	<i><b>Asian American</b></i>	<i><b>Nonresident Alien</b></i>	<i><b>Native American</b></i>	<i><b>Pacific Islander</b></i>	<i><b>Two or More Races</b></i>	<i><b>Minority Subtotal</b></i>
<b>Transfer %</b>	<b>12.6%</b>	<b>21.6%</b>	<b>5.2%</b>	<b>1.0%</b>	<b>0.2%</b>	<b>0.1%</b>	<b>3.0%</b>	<b>43.7%</b>
Number	33,462	57,408	13,799	2,591	563	248	7,927	115,998
<b>CTE %</b>	<b>11.8%</b>	<b>16.5%</b>	<b>3.9%</b>	<b>0.6%</b>	<b>0.3%</b>	<b>0.1%</b>	<b>2.0%</b>	<b>35.0%</b>
Number	15,439	21,644	5,055	732	375	123	2,565	45,933

**SOURCE OF DATA:** ICCB Centralized Data System—Annual Enrollment and Completion (A1) Data

The following section of the report supplies information about the race/ethnicity characteristics of students who graduated in fiscal year 2018. It provides a point-in-time or cross-cutting count



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of the number of degrees and certificates awarded to minority students within the Illinois Community College System during fiscal year 2018.

Nearly twice as many CTE degrees and certificates were completed than Transfer degrees by minority students during fiscal year 2018.

Across all minority groups in 2018, CTE program graduates far outnumbered Transfer program graduates. **Table 4** shows that during fiscal year 2018, nearly twice as many CTE degrees and certificates (N = 14,216) were completed than Transfer degrees (N =

8,165) by minority students. Minority students accounted for 34.7 percent of all CTE graduates, compared to 39.5 percent of Transfer graduates. Hispanic students accounted for the largest minority group for completions in CTE programs (16.9 percent), followed by African American students (11.3 percent), Asian American students (3.7 percent), students of Two or More Races (1.8 percent), Nonresident Alien students (0.6 percent), Native American students (0.3 percent), and Pacific Islander students (0.1 percent). The fiscal year 2018 proportional representation of the Asian American CTE program graduates (3.7 percent) was higher by 0.1 percentage points from fiscal year 2017 (3.6 percent). Hispanic students accounted for the largest group of Transfer minority graduates (21.8 percent), followed by African American students (9.7 percent), Asian American students (4.3 percent), students of Two or More Races (2.5 percent), Nonresident Alien students (0.9 percent), Native American students (0.2 percent), and Pacific Islander students (0.1 percent). The fiscal year 2018 proportional representation of the Asian American Transfer graduates (4.3 percent) was higher by 0.1 percentage points from the prior year (4.2 percent).

**Table 4**  
**Fiscal Year 2018 Minority Student Completers in**  
**Transfer and Career and Technical Education Programs**

<i><b>Program</b></i>	<i><b>African American</b></i>	<i><b>Hispanic/Latino</b></i>	<i><b>Asian American</b></i>	<i><b>Nonresident Alien</b></i>	<i><b>Native American</b></i>	<i><b>Pacific Islander</b></i>	<i><b>Two or More Races</b></i>	<i><b>Minority Subtotal</b></i>
<b>Transfer %</b>	<b>9.7%</b>	<b>21.8%</b>	<b>4.3%</b>	<b>0.9%</b>	<b>0.2%</b>	<b>0.1%</b>	<b>2.5%</b>	<b>39.5%</b>
Number	2,005	4,502	881	189	45	23	520	8,165
<b>CTE %</b>	<b>11.3%</b>	<b>16.9%</b>	<b>3.7%</b>	<b>0.6%</b>	<b>0.3%</b>	<b>0.1%</b>	<b>1.8%</b>	<b>34.7%</b>
Number	4,619	6,930	1,512	237	143	33	742	14,216

**SOURCE OF DATA:** ICCB Centralized Data System—Annual Enrollment and Completion (A1 & A2) Data

**Table 5** shows that in fiscal year 2018, minority faculty and staff accounted for 19.4 percent of tenured faculty/officials and managers (a 6.6 percent increase from fiscal year 2017), 17.1 percent of non-tenured faculty (a 6.0 percent increase from fiscal year 2017), 32.1 percent of professional staff/protective service workers (a 16.6 percent increase from fiscal year 2017), 32.3 percent of office and clerical/paraprofessionals (a 6.4 percent increase from fiscal year 2017), and 41.7 percent of service maintenance employees (a 4.1 percent decrease from fiscal year 2017).

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**Table 5**  
**Fiscal Year 2018 Minority Faculty and Staff in Illinois Community Colleges**

	<i><b>Tenured Faculty/ Officials and Managers</b></i>	<i><b>Non- Tenured Faculty</b></i>	<i><b>Professional Staff/ Protective Service Workers</b></i>	<i><b>Office and Clerical/ Para- professionals</b></i>	<i><b>Service Maintenance</b></i>
<i><b>African American %</b></i>	<b>9.8%</b>	<b>7.7%</b>	<b>15.3%</b>	<b>16.3%</b>	<b>24.1%</b>
Number	596	1,182	1,442	668*	646
<i><b>Hispanic/Latino %</b></i>	<b>4.5%</b>	<b>4.1%</b>	<b>10.9%</b>	<b>11.9%</b>	<b>14.4%</b>
Number	273	634	1,030	487	386
<i><b>Asian American %</b></i>	<b>3.4%</b>	<b>4.0%</b>	<b>3.4%</b>	<b>2.6%</b>	<b>0.9%</b>
Number	210	624	323	107	25
<i><b>Nonresident Alien %</b></i>	<b>0.3%</b>	<b>0.4%</b>	<b>0.5%</b>	<b>0.4%</b>	<b>1.0%</b>
Number	19	59	45	16	28
<i><b>Native American %</b></i>	<b>0.2%</b>	<b>0.2%</b>	<b>0.2%</b>	<b>0.2%</b>	<b>0.3%</b>
Number	15	27	18	10	8
<i><b>Pacific Islander %</b></i>	<b>0.0%</b>	<b>0.1%</b>	<b>0.1%</b>	<b>0.0%</b>	<b>0.2%</b>
Number	3	15	12	0	5
<i><b>Two or More Races %</b></i>	<b>1.0%</b>	<b>0.7%</b>	<b>1.6%</b>	<b>0.9%</b>	<b>0.8%</b>
Number	63	101	147	39	21
<i><b>Minority Subtotal %</b></i>	<b>19.4%</b>	<b>17.1%</b>	<b>32.1%</b>	<b>32.3%</b>	<b>41.7%</b>
Number	1,179	2,642	3,017	1,327	1,119

\*Includes revised college figures

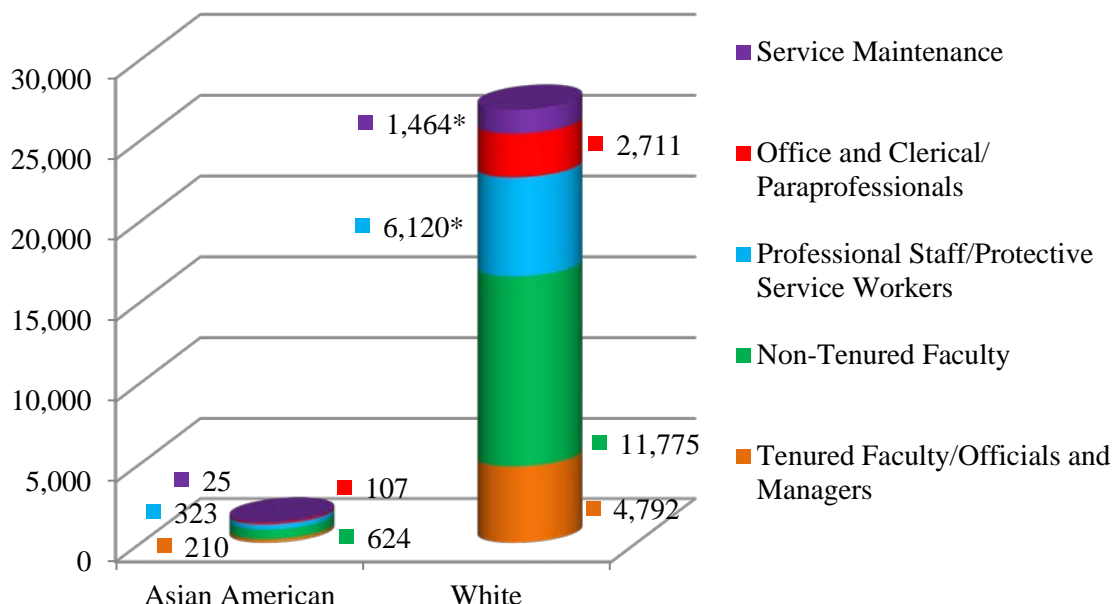
**SOURCE OF DATA:** ICCB Centralized Data System—Annual Faculty, Staff, and Salary (C3) Data and the Hispanic Employment Plan survey.

In fiscal year 2018, Asian American faculty and staff accounted for 3.4 percent of tenured faculty/officials and managers, 4.0 percent of non-tenured faculty, 3.5 percent of professional staff/protective service workers, 2.6 percent of office and clerical/paraprofessionals, and 0.9 percent of service maintenance employees. **Figure 1** shows the Asian American employee counts in comparison to the White employee counts at Illinois Community Colleges in fiscal year 2018.

Faculty, staff, administrators, and board members at each community college accept the responsibility of meeting the needs and demands of the area community and their constituents. To thrive in the competitive higher education marketplace, community colleges have adopted a strong customer and community focus. Hence, the colleges continue striving to reflect the communities in which they are located.

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**Figure 1**  
**Comparison of Asian American Employees to White Employees**  
**at Illinois Community Colleges in Fiscal Year 2018**



\*Includes revised college figures

**SOURCE OF DATA:** ICCB Centralized Data System—Annual Faculty, Staff, and Salary (C3) Data and the Hispanic Employment Plan survey.

An important component of the Asian American Employment Plan Report is identifying the Community College District Utilization Rate for Asian American employees. It was calculated as each college's percentage of overall Asian American district population (16 years and older) minus the percentage of Asian American faculty and staff [tenured faculty/officials and managers (including executive and administrative positions); non-tenured faculty (including adjunct faculty); professional staff/protective service workers; office and clerical/paraprofessionals; and service maintenance employment classifications] at each community college. A negative utilization rate demonstrates underrepresentation of Asian Americans in the workforce. Please see Table 6, Table 7, and Table 8 for detailed information.

The following pages contain the responses from the Illinois Community College System to the Asian American Employment Plan Survey ([Public Act 097-0856](#)). College responses appear in alphabetical order by college name. Information was collected on Asian American employees, funded positions, and Asian American employment initiatives at Illinois community colleges.

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**ASIAN AMERICAN EMPLOYMENT PLAN SURVEY RESULTS**

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## Asian American Employment Plan Survey (HB 4510/P.A. 97-0856)

### Fiscal Year 2018

Public Act 97-0856 requires community colleges (and public universities) to annually report to the legislature their progress on efforts to hire and promote Asian American faculty, staff, and bilingual persons at state colleges and universities. This report is required as part of the larger State Asian American Employment Plan to improve the delivery of state services to Asian Americans by increasing the number of Asian American state employees serving in supervisory, technical, professional, and managerial positions.

### Black Hawk College

Is your institution an Asian American and Native American Pacific Islander-Serving Institutions Program (AANAPISI) with 10% or more of the students classified as Asian American (and Native American or Pacific Islander) enabling the institution to apply for Title III grants?

No

As of June 30, 2018, provide the number of faculty up for tenure at your institution:

	Total that received tenure	Total that did not receive tenure	Total Asian American faculty that received tenure	Total Asian American faculty that did not receive tenure
Total #	2	1	0	0

As of June 30, 2018, provide the number of faculty that separated or left the community college (retired or resigned):

	Total #
Total faculty that experienced separation from the college	13
Total Asian American faculty that experienced separation from the college	0

What percentage of your community college employees are union?

More than 50%

Does your institution provide budget allocations specifically for the recruitment of Asian American faculty, administrators, or any level job category?

No

**This section of the survey will list all activities your institution has undertaken that would help in the implementation of the State of Illinois Asian American Employment Plan for Higher Education.**

What steps has your institution undertaken to ensure that Human Resource staff, responsible for hiring, interviewing, recruitment and Equal Employment Opportunity (EEO) are complying with legislative

mandates for the Asian American Employment Plan for Higher Education?

The college maintains an Affirmative Action Plan that lists specific goals to focus recruitment efforts on minority populations. Asian Americans have not be targeted as a group that is underutilized in our area so our college has not focuses efforts on this specific population.

Please provide recommendations for increasing the number of Asian American teaching/administrative staff and any Asian language speaking bilinguals at your institution.

If our college was focusing on increasing the number of Asian Americans working for us, I would focus on Asian American sources.

Does your institution implement employment incentives to attract Asian American employees such as any of the following (please select all that apply):

- None / Not applicable

For Asian American employees not part of the tenure system at your institution are the following initiatives in place to help provide for promotion? If yes, please provide a dot point of the initiative(s).

Employees with career ladder enhancement

No

Self-development training

No

Are there other initiatives in place to help provide for promotion of Asian American employees to report for your institution?

No

How is your institution ensuring that all appropriate staff is complying with the mandatory Hiring and Promotion Monitor requirements? Does your institution conduct internal studies or have surveys for monitoring the recruitment of Asian American employees, and have committees that monitor employment or departure of employees from the institution?

All new hires are approved by the AA/EEO Officer of the college to ensure fair and equal opportunity/consideration is given in the hiring process.

**This section of the survey will list specific initiatives and focus on what your institution has undertaken to further comply with the State of Illinois Asian American Employment Plan.**

Please describe any strategies that your institution is developing to meet the increasing numbers and need of Asian languages speaking students and public that may want access to your institution.

I do not have this data.

Does your institution currently have an Asian American Resource Center (AARC)?

No

Does the community college currently employ culturally competent Asian American recruiters enabling them to communicate and interact with parents and students?

No

## Asian American Employment Plan Survey (HB 4510/P.A. 97-0856)

### Fiscal Year 2018

Public Act 97-0856 requires community colleges (and public universities) to annually report to the legislature their progress on efforts to hire and promote Asian American faculty, staff, and bilingual persons at state colleges and universities. This report is required as part of the larger State Asian American Employment Plan to improve the delivery of state services to Asian Americans by increasing the number of Asian American state employees serving in supervisory, technical, professional, and managerial positions.

### Carl Sandburg College

Is your institution an Asian American and Native American Pacific Islander-Serving Institutions Program (AANAPISI) with 10% or more of the students classified as Asian American (and Native American or Pacific Islander) enabling the institution to apply for Title III grants?

No

As of June 30, 2018, provide the number of faculty up for tenure at your institution:

	Total that received tenure	Total that did not receive tenure	Total Asian American faculty that received tenure	Total Asian American faculty that did not receive tenure
Total #	1	0	0	0

As of June 30, 2018, provide the number of faculty that separated or left the community college (retired or resigned):

	Total #
Total faculty that experienced separation from the college	5
Total Asian American faculty that experienced separation from the college	0

What percentage of your community college employees are union?

Less than 50%

Does your institution provide budget allocations specifically for the recruitment of Asian American faculty, administrators, or any level job category?

No



Provide the FY 2018 budget allocation(s) for each of these recruitment initiatives for Asian American faculty, administrators, or any level job category. (NOTE: THIS ITEM ONLY REQUIRES A RESPONSE IF THE PREVIOUS QUESTION RECEIVED A "YES" RESPONSE.)

Carl Sandburg College does not have a designated budgetary line item for Asian American Employment Initiatives. All hiring situations are administered using our hiring process. The College treats all applicants with fairness and equity.

**This section of the survey will list all activities your institution has undertaken that would help in the implementation of the State of Illinois Asian American Employment Plan for Higher Education.**

What steps has your institution undertaken to ensure that Human Resource staff, responsible for hiring, interviewing, recruitment and Equal Employment Opportunity (EEO) are complying with legislative mandates for the Asian American Employment Plan for Higher Education?

The objective of increased employment diversity at Carl Sandburg College is strategic, not compliance-driven. The College believes that the educational experience is enriched through diversity in its people, curricula, and environment. The Diversity Statement affirms this, stating that "Carl Sandburg is a community of lifelong learners that welcomes, values, and respects diversity. The College fosters a climate of mutual respect that celebrates diversity by embracing our similarities as well as our differences. We demonstrate this commitment by serving students, faculty, staff, and community members with fairness and equality." Our objectives are to (1) shape an environment that recognizes the need for diversity, (2) create opportunities for all within the College community to interact with understanding, tolerance, and respect for others, and (3) promote sensitivity to individual needs and aspirations of those throughout the College Community. Fulfilling these objectives has led to the implementation of annual diversity training for all employees, required diversity training prior to interviews for Human Resources staff and interview committee members, and an on-campus diversity seminar.

Please provide recommendations for increasing the number of Asian American teaching/administrative staff and any Asian language speaking bilinguals at your institution.

Carl Sandburg College advertises to recruit diverse applicants for new and vacant positions. The College routinely conducts reviews of all employment processes for compliance and improvement opportunities. The college continues to use employment software and advertises job opportunities on Diversejobs.net. The College's Strategic Plan speaks specifically to promoting an inclusive environment. In order to connect with a more diverse population the college's Human Resources staff are attending academic and private sector recruitment fairs.

Does your institution implement employment incentives to attract Asian American employees such as any of the following (please select all that apply):

- All potential applicants, interviewees, and employees are treated with equality. All new faculty are included in a mentorship program.

For Asian American employees not part of the tenure system at your institution are the following initiatives in place to help provide for promotion? If yes, please provide a dot point of the initiative(s).

Employees with career ladder enhancement

No

Self-development training

Yes

Please provide a dot point description of the (self-development training) initiative. (NOTE: THIS ITEM

ONLY REQUIRES A RESPONSE IF THE PREVIOUS ITEM WAS MARKED "YES".)

Sandburg offers professional development funds for training, tuition support, conferences, association and professional memberships. Opportunities are offered to all employees in accordance with policy 2.10 on Anti-Discrimination.

Are there other initiatives in place to help provide for promotion of Asian American employees to report for your institution?

Yes

Please provide additional information regarding related initiatives to help provide for promotion of Asian American employees . (NOTE: THIS ITEM ONLY REQUIRES A RESPONSE IF THE PREVIOUS ITEM WAS MARKED "YES".)

Sandburg offers professional development funds for training, tuition support, conferences, association and professional memberships. Opportunities are offered to all employees in accordance with policy 2.10 on Anti-Discrimination.

How is your institution ensuring that all appropriate staff is complying with the mandatory Hiring and Promotion Monitor requirements? Does your institution conduct internal studies or have surveys for monitoring the recruitment of Asian American employees, and have committees that monitor employment or departure of employees from the institution?

In accordance with the College's formal hiring process, Carl Sandburg College routinely reviews all employment processes for compliance and improvement opportunities.

**This section of the survey will list specific initiatives and focus on what your institution has undertaken to further comply with the State of Illinois Asian American Employment Plan.**

Please describe any strategies that your institution is developing to meet the increasing numbers and need of Asian languages speaking students and public that may want access to your institution.

In order to develop programs of support in the district Carl Sandburg College strives to accurately assess the needs of communities. As such, the College employs a Coordinator of Diversity and Recruitment. This position develops relationships within the community. Student enrollment and participation in the Women of Character, Men of Distinction, Black Student Association, Hispanic Latino Student Association, Gay-Straight Alliance student groups has increased.

Does your institution currently have an Asian American Resource Center (AARC)?

No

Does the community college currently employ culturally competent Asian American recruiters enabling them to communicate and interact with parents and students?

No

## Asian American Employment Plan Survey (HB 4510/P.A. 97-0856)

### Fiscal Year 2018

Public Act 97-0856 requires community colleges (and public universities) to annually report to the legislature their progress on efforts to hire and promote Asian American faculty, staff, and bilingual persons at state colleges and universities. This report is required as part of the larger State Asian American Employment Plan to improve the delivery of state services to Asian Americans by increasing the number of Asian American state employees serving in supervisory, technical, professional, and managerial positions.

### City Colleges of Chicago – Harold Washington College

Is your institution an Asian American and Native American Pacific Islander-Serving Institutions Program (AANAPISI) with 10% or more of the students classified as Asian American (and Native American or Pacific Islander) enabling the institution to apply for Title III grants?

Yes

As of June 30, 2018, provide the number of faculty up for tenure at your institution:

	Total that received tenure	Total that did not receive tenure	Total Asian American faculty that received tenure	Total Asian American faculty that did not receive tenure
Total #	3	0	1	0

As of June 30, 2018, provide the number of faculty that separated or left the community college (retired or resigned):

	Total #
Total faculty that experienced separation from the college	4
Total Asian American faculty that experienced separation from the college	0

What percentage of your community college employees are union?

More than 50%

Does your institution provide budget allocations specifically for the recruitment of Asian American faculty, administrators, or any level job category?

No

**This section of the survey will list all activities your institution has undertaken that would help in the implementation of the State of Illinois Asian American Employment Plan for Higher Education.**

What steps has your institution undertaken to ensure that Human Resource staff, responsible for hiring, interviewing, recruitment and Equal Employment Opportunity (EEO) are complying with legislative

mandates for the Asian American Employment Plan for Higher Education?

• Harold Washington College is committed to making responsible hiring decisions to enhance diversity in our Institutions by implementing clear, consistent recruitment processes across the district. Harold Washington College is consistently striving to better measure Asian employment, work closely with Asian organizations in the Chicago Community, and recruit, retain and promote qualified minorities. Harold Washington College strictly enforces its EEO policy, prohibits unlawful discrimination on the basis of race, national origin and all other legally protected categories

Please provide recommendations for increasing the number of Asian American teaching/administrative staff and any Asian language speaking bilinguals at your institution.

- Continuing to recruit and employ diverse employees that best represent the needs of our student population
- Utilizing a wide variety of recruitment platforms to create a diverse candidate pool
- Interviewing candidates with a diverse panel
- Continued community involvement in the form of language classes and conversation tables
- Open, frequent discussions between bilingual students and staff to increase engagement

Does your institution implement employment incentives to attract Asian American employees such as any of the following (please select all that apply):

- Internships
- Mentorship of a new Asian American Faculty
- Staff Employment Recruitment Plan

For Asian American employees not part of the tenure system at your institution are the following initiatives in place to help provide for promotion? If yes, please provide a dot point of the initiative(s).

Employees with career ladder enhancement

No

Self-development training

No

Are there other initiatives in place to help provide for promotion of Asian American employees to report for your institution?

No

How is your institution ensuring that all appropriate staff is complying with the mandatory Hiring and Promotion Monitor requirements? Does your institution conduct internal studies or have surveys for monitoring the recruitment of Asian American employees, and have committees that monitor employment or departure of employees from the institution?

Harold Washington College is an equal opportunity employer with a diverse workforce. Our recruitment and staffing efforts are clear and consistent to ensure a wide range of applicants are exposed to each job posted at our seven colleges. Harold Washington College strictly enforces our EEO policy, which prohibits unlawful discrimination on the basis of race, national origin and all other legally protected categories.

**This section of the survey will list specific initiatives and focus on what your institution has undertaken to further comply with the State of Illinois Asian American Employment Plan.**

Please describe any strategies that your institution is developing to meet the increasing numbers and need of Asian languages speaking students and public that may want access to your institution.

- Increased availability of enrollment documents in multiple languages
- Staff/Faculty available to act as translator/primary communicator for any Asian language speaking students and public that want additional information
- Culturally diverse call center has the bandwidth to enlist support in this area if ever needed
- representatives available daily to assist any members of the public or interested students and parents
- If there is a need or interest, college departments will support student in forming ethnic student clubs

Does your institution currently have an Asian American Resource Center (AARC)?

No

Does the community college currently employ culturally competent Asian American recruiters enabling them to communicate and interact with parents and students?

Yes

How much time are Asian American recruiters utilized to address the needs of Asian American students or their parents in their native language? NOTE: THIS ITEM ONLY REQUIRES RESPONSE IF THE PREVIOUS QUESTION RECEIVED A "YES" RESPONSE

Never

## Asian American Employment Plan Survey (HB 4510/P.A. 97-0856)

### Fiscal Year 2018

Public Act 97-0856 requires community colleges (and public universities) to annually report to the legislature their progress on efforts to hire and promote Asian American faculty, staff, and bilingual persons at state colleges and universities. This report is required as part of the larger State Asian American Employment Plan to improve the delivery of state services to Asian Americans by increasing the number of Asian American state employees serving in supervisory, technical, professional, and managerial positions.

### City Colleges of Chicago – Harry S. Truman College

Is your institution an Asian American and Native American Pacific Islander-Serving Institutions Program (AANAPISI) with 10% or more of the students classified as Asian American (and Native American or Pacific Islander) enabling the institution to apply for Title III grants?

Yes

As of June 30, 2018, provide the number of faculty up for tenure at your institution:

	Total that received tenure	Total that did not receive tenure	Total Asian American faculty that received tenure	Total Asian American faculty that did not receive tenure
Total #	3	0	0	0

As of June 30, 2018, provide the number of faculty that separated or left the community college (retired or resigned):

	Total #
Total faculty that experienced separation from the college	8
Total Asian American faculty that experienced separation from the college	1

What percentage of your community college employees are union?

More than 50%

Does your institution provide budget allocations specifically for the recruitment of Asian American faculty, administrators, or any level job category?

No

**This section of the survey will list all activities your institution has undertaken that would help in the implementation of the State of Illinois Asian American Employment Plan for Higher Education.**

What steps has your institution undertaken to ensure that Human Resource staff, responsible for hiring, interviewing, recruitment and Equal Employment Opportunity (EEO) are complying with legislative

mandates for the Asian American Employment Plan for Higher Education?

- Truman College is committed to making responsible hiring decisions to enhance diversity in our Institutions by implementing clear, consistent recruitment processes across the district. Truman College is consistently striving to better measure Asian employment, work closely with Asian organizations in the Chicago Community, and recruit, retain and promote qualified minorities. Truman College strictly enforces its EEO policy, prohibits unlawful discrimination on the basis of race, national origin and all other legally protected categories

Please provide recommendations for increasing the number of Asian American teaching/administrative staff and any Asian language speaking bilinguals at your institution.

- Continuing to recruit and employ diverse employees that best represent the needs of our student population
- Utilizing a wide variety of recruitment platforms to create a diverse candidate pool
- Interviewing candidates with a diverse panel
- Continued community involvement in the form of language classes and conversation tables
- Open, frequent discussions between bilingual students and staff to increase engagement

Does your institution implement employment incentives to attract Asian American employees such as any of the following (please select all that apply):

- Internships
- Community Linkages
- Mentorship of a new Asian American Faculty
- Staff Employment Recruitment Plan

For Asian American employees not part of the tenure system at your institution are the following initiatives in place to help provide for promotion? If yes, please provide a dot point of the initiative(s).

Employees with career ladder enhancement

No

Self-development training

No

Are there other initiatives in place to help provide for promotion of Asian American employees to report for your institution?

No

How is your institution ensuring that all appropriate staff is complying with the mandatory Hiring and Promotion Monitor requirements? Does your institution conduct internal studies or have surveys for monitoring the recruitment of Asian American employees, and have committees that monitor employment or departure of employees from the institution?

Truman College is an equal opportunity employer with a diverse workforce. Our recruitment and staffing efforts are clear and consistent to ensure a wide range of applicants are exposed to each job posted at our seven colleges. Truman College strictly enforces our EEO policy, which prohibits unlawful discrimination on the basis of race, national origin and all other legally protected categories.

**This section of the survey will list specific initiatives and focus on what your institution has undertaken to further comply with the State of Illinois Asian American Employment Plan.**

Please describe any strategies that your institution is developing to meet the increasing numbers and need of Asian languages speaking students and public that may want access to your institution.

- Increased availability of enrollment documents in multiple languages
- Staff/Faculty available to act as translator/primary communicator for any Asian language speaking students and public that want additional information
- Culturally diverse call center has the bandwidth to enlist support in this area if ever needed
- representatives available daily to assist any members of the public or interested students and parents
- If there is a need or interest, college departments will support student in forming ethnic student clubs
- A specialized committee meets regularly to ensure that Truman is creating a diverse and inclusive environment for students, faculty, and staff.

Does your institution currently have an Asian American Resource Center (AARC)?

No

Does the community college currently employ culturally competent Asian American recruiters enabling them to communicate and interact with parents and students?

No



## Asian American Employment Plan Survey (HB 4510/P.A. 97-0856)

### Fiscal Year 2018

Public Act 97-0856 requires community colleges (and public universities) to annually report to the legislature their progress on efforts to hire and promote Asian American faculty, staff, and bilingual persons at state colleges and universities. This report is required as part of the larger State Asian American Employment Plan to improve the delivery of state services to Asian Americans by increasing the number of Asian American state employees serving in supervisory, technical, professional, and managerial positions.

### City Colleges of Chicago – Kennedy-King College

Is your institution an Asian American and Native American Pacific Islander-Serving Institutions Program (AANAPISI) with 10% or more of the students classified as Asian American (and Native American or Pacific Islander) enabling the institution to apply for Title III grants?

Yes

As of June 30, 2018, provide the number of faculty up for tenure at your institution:

	Total that received tenure	Total that did not receive tenure	Total Asian American faculty that received tenure	Total Asian American faculty that did not receive tenure
Total #	3	0	0	0

As of June 30, 2018, provide the number of faculty that separated or left the community college (retired or resigned):

	Total #
Total faculty that experienced separation from the college	4
Total Asian American faculty that experienced separation from the college	1

What percentage of your community college employees are union?

More than 50%

Does your institution provide budget allocations specifically for the recruitment of Asian American faculty, administrators, or any level job category?

No

**This section of the survey will list all activities your institution has undertaken that would help in the implementation of the State of Illinois Asian American Employment Plan for Higher Education.**

What steps has your institution undertaken to ensure that Human Resource staff, responsible for hiring, interviewing, recruitment and Equal Employment Opportunity (EEO) are complying with legislative

mandates for the Asian American Employment Plan for Higher Education?

- Kennedy-King College is committed to making responsible hiring decisions to enhance diversity in our Institutions by implementing clear, consistent recruitment processes across the district. Kennedy-King College is consistently striving to better measure Asian employment, work closely with Asian organizations in the Chicago Community, and recruit, retain and promote qualified minorities. Kennedy-King College strictly enforces its EEO policy, prohibits unlawful discrimination on the basis of race, national origin and all other legally protected categories

Please provide recommendations for increasing the number of Asian American teaching/administrative staff and any Asian language speaking bilinguals at your institution.

- Continuing to recruit and employ diverse employees that best represent the needs of our student population
- Utilizing a wide variety of recruitment platforms to create a diverse candidate pool
- Interviewing candidates with a diverse panel
- Continued community involvement in the form of language classes and conversation tables
- Open, frequent discussions between bilingual students and staff to increase engagement

Does your institution implement employment incentives to attract Asian American employees such as any of the following (please select all that apply):

- Internships
- Mentorship of a new Asian American Faculty
- Staff Employment Recruitment Plan

For Asian American employees not part of the tenure system at your institution are the following initiatives in place to help provide for promotion? If yes, please provide a dot point of the initiative(s).

Employees with career ladder enhancement

No

Self-development training

No

Are there other initiatives in place to help provide for promotion of Asian American employees to report for your institution?

No

How is your institution ensuring that all appropriate staff is complying with the mandatory Hiring and Promotion Monitor requirements? Does your institution conduct internal studies or have surveys for monitoring the recruitment of Asian American employees, and have committees that monitor employment or departure of employees from the institution?

Kennedy-King College is an equal opportunity employer with a diverse workforce. Our recruitment and staffing efforts are clear and consistent to ensure a wide range of applicants are exposed to each job posted at our seven colleges. Kennedy-King College strictly enforces our EEO policy, which prohibits unlawful discrimination on the basis of race, national origin and all other legally protected categories.

**This section of the survey will list specific initiatives and focus on what your institution has undertaken to further comply with the State of Illinois Asian American Employment Plan.**

Please describe any strategies that your institution is developing to meet the increasing numbers and need of Asian languages speaking students and public that may want access to your institution.

- Increased availability of enrollment documents in multiple languages

- Staff/Faculty available to act as translator/primary communicator for any Asian language speaking students and public that want additional information
- Culturally diverse call center has the bandwidth to enlist support in this area if ever needed
- representatives available daily to assist any members of the public or interested students and parents
- If there is a need or interest, college departments will support student in forming ethnic student clubs

Does your institution currently have an Asian American Resource Center (AARC)?

No

Does the community college currently employ culturally competent Asian American recruiters enabling them to communicate and interact with parents and students?

Yes

How much time are Asian American recruiters utilized to address the needs of Asian American students or their parents in their native language? NOTE: THIS ITEM ONLY REQUIRES RESPONSE IF THE PREVIOUS QUESTION RECEIVED A "YES" RESPONSE

Never

## Asian American Employment Plan Survey (HB 4510/P.A. 97-0856)

### Fiscal Year 2018

Public Act 97-0856 requires community colleges (and public universities) to annually report to the legislature their progress on efforts to hire and promote Asian American faculty, staff, and bilingual persons at state colleges and universities. This report is required as part of the larger State Asian American Employment Plan to improve the delivery of state services to Asian Americans by increasing the number of Asian American state employees serving in supervisory, technical, professional, and managerial positions.

### City Colleges of Chicago – Malcolm X College

Is your institution an Asian American and Native American Pacific Islander-Serving Institutions Program (AANAPISI) with 10% or more of the students classified as Asian American (and Native American or Pacific Islander) enabling the institution to apply for Title III grants?

Yes

As of June 30, 2018, provide the number of faculty up for tenure at your institution:

	Total that received tenure	Total that did not receive tenure	Total Asian American faculty that received tenure	Total Asian American faculty that did not receive tenure
Total #	8	4	0	0

As of June 30, 2018, provide the number of faculty that separated or left the community college (retired or resigned):

	Total #
Total faculty that experienced separation from the college	8
Total Asian American faculty that experienced separation from the college	0

What percentage of your community college employees are union?

More than 50%

Does your institution provide budget allocations specifically for the recruitment of Asian American faculty, administrators, or any level job category?

No

**This section of the survey will list all activities your institution has undertaken that would help in the implementation of the State of Illinois Asian American Employment Plan for Higher Education.**

What steps has your institution undertaken to ensure that Human Resource staff, responsible for hiring, interviewing, recruitment and Equal Employment Opportunity (EEO) are complying with legislative

mandates for the Asian American Employment Plan for Higher Education?

- Malcom X College is committed to making responsible hiring decisions to enhance diversity in our Institutions by implementing clear, consistent recruitment processes across the district. Malcolm X College is consistently striving to better measure Asian employment, work closely with Asian organizations in the Chicago Community, and recruit, retain and promote qualified minorities. Malcolm X College strictly enforces its EEO policy, prohibits unlawful discrimination on the basis of race, national origin and all other legally protected categories

Please provide recommendations for increasing the number of Asian American teaching/administrative staff and any Asian language speaking bilinguals at your institution.

- Continuing to recruit and employ diverse employees that best represent the needs of our student population
- Utilizing a wide variety of recruitment platforms to create a diverse candidate pool
- Interviewing candidates with a diverse panel
- Continued community involvement in the form of language classes and conversation tables
- Open, frequent discussions between bilingual students and staff to increase engagement

Does your institution implement employment incentives to attract Asian American employees such as any of the following (please select all that apply):

- Internships
- Community Linkages
- Mentorship of a new Asian American Faculty
- Staff Employment Recruitment Plan

For Asian American employees not part of the tenure system at your institution are the following initiatives in place to help provide for promotion? If yes, please provide a dot point of the initiative(s).

Employees with career ladder enhancement

No

Self-development training

No

Are there other initiatives in place to help provide for promotion of Asian American employees to report for your institution?

No

How is your institution ensuring that all appropriate staff is complying with the mandatory Hiring and Promotion Monitor requirements? Does your institution conduct internal studies or have surveys for monitoring the recruitment of Asian American employees, and have committees that monitor employment or departure of employees from the institution?

Malcolm X College is an equal opportunity employer with a diverse workforce. Our recruitment and staffing efforts are clear and consistent to ensure a wide range of applicants are exposed to each job posted at our seven colleges. Malcolm X College strictly enforces our EEO policy, which prohibits unlawful discrimination on the basis of race, national origin and all other legally protected categories.

**This section of the survey will list specific initiatives and focus on what your institution has undertaken to further comply with the State of Illinois Asian American Employment Plan.**

Please describe any strategies that your institution is developing to meet the increasing numbers and need of Asian languages speaking students and public that may want access to your institution.

- Increased availability of enrollment documents in multiple languages
- Staff/Faculty available to act as translator/primary communicator for any Asian language speaking students and public that want additional information
- Culturally diverse call center has the bandwidth to enlist support in this area if ever needed
- representatives available daily to assist any members of the public or interested students and parents
- If there is a need or interest, college departments will support student in forming ethnic student clubs

Does your institution currently have an Asian American Resource Center (AARC)?

No

Does the community college currently employ culturally competent Asian American recruiters enabling them to communicate and interact with parents and students?

Yes

How much time are Asian American recruiters utilized to address the needs of Asian American students or their parents in their native language? NOTE: THIS ITEM ONLY REQUIRES RESPONSE IF THE PREVIOUS QUESTION RECEIVED A "YES" RESPONSE

Never

## Asian American Employment Plan Survey (HB 4510/P.A. 97-0856)

### Fiscal Year 2018

Public Act 97-0856 requires community colleges (and public universities) to annually report to the legislature their progress on efforts to hire and promote Asian American faculty, staff, and bilingual persons at state colleges and universities. This report is required as part of the larger State Asian American Employment Plan to improve the delivery of state services to Asian Americans by increasing the number of Asian American state employees serving in supervisory, technical, professional, and managerial positions.

### City Colleges of Chicago – Olive-Harvey College

Is your institution an Asian American and Native American Pacific Islander-Serving Institutions Program (AANAPISI) with 10% or more of the students classified as Asian American (and Native American or Pacific Islander) enabling the institution to apply for Title III grants?

Yes

As of June 30, 2018, provide the number of faculty up for tenure at your institution:

	Total that received tenure	Total that did not receive tenure	Total Asian American faculty that received tenure	Total Asian American faculty that did not receive tenure
Total #	0	0	0	0

As of June 30, 2018, provide the number of faculty that separated or left the community college (retired or resigned):

	Total #
Total faculty that experienced separation from the college	4
Total Asian American faculty that experienced separation from the college	0

What percentage of your community college employees are union?

More than 50%

Does your institution provide budget allocations specifically for the recruitment of Asian American faculty, administrators, or any level job category?

No

**This section of the survey will list all activities your institution has undertaken that would help in the implementation of the State of Illinois Asian American Employment Plan for Higher Education.**

What steps has your institution undertaken to ensure that Human Resource staff, responsible for hiring, interviewing, recruitment and Equal Employment Opportunity (EEO) are complying with legislative

mandates for the Asian American Employment Plan for Higher Education?

- Olive-Harvey College is committed to making responsible hiring decisions to enhance diversity in our Institutions by implementing clear, consistent recruitment processes across the district. Olive-Harvey is consistently striving to better measure Asian employment, work closely with Asian organizations in the Chicago Community, and recruit, retain and promote qualified minorities. Olive-Harvey strictly enforces its EEO policy, prohibits unlawful discrimination on the basis of race, national origin and all other legally protected categories

Please provide recommendations for increasing the number of Asian American teaching/administrative staff and any Asian language speaking bilinguals at your institution.

- Continuing to recruit and employ diverse employees that best represent the needs of our student population
- Utilizing a wide variety of recruitment platforms to create a diverse candidate pool
- Interviewing candidates with a diverse panel
- Continued community involvement in the form of language classes and conversation tables
- Open, frequent discussions between bilingual students and staff to increase engagement

Does your institution implement employment incentives to attract Asian American employees such as any of the following (please select all that apply):

- None / Not applicable

For Asian American employees not part of the tenure system at your institution are the following initiatives in place to help provide for promotion? If yes, please provide a dot point of the initiative(s).

Employees with career ladder enhancement

No

Self-development training

No

Are there other initiatives in place to help provide for promotion of Asian American employees to report for your institution?

No

How is your institution ensuring that all appropriate staff is complying with the mandatory Hiring and Promotion Monitor requirements? Does your institution conduct internal studies or have surveys for monitoring the recruitment of Asian American employees, and have committees that monitor employment or departure of employees from the institution?

Olive-Harvey College is an equal opportunity employer with a diverse workforce. Our recruitment and staffing efforts are clear and consistent to ensure a wide range of applicants are exposed to each job posted at our seven colleges. Olive-Harvey College strictly enforces our EEO policy, which prohibits unlawful discrimination on the basis of race, national origin and all other legally protected categories.

**This section of the survey will list specific initiatives and focus on what your institution has undertaken to further comply with the State of Illinois Asian American Employment Plan.**

Please describe any strategies that your institution is developing to meet the increasing numbers and need of Asian languages speaking students and public that may want access to your institution.

- Increased availability of enrollment documents in multiple languages
- Staff/Faculty available to act as translator/primary communicator for any Asian language speaking students and



public that want additional information

- Culturally diverse call center has the bandwidth to enlist support in this area if ever needed
- representatives available daily to assist any members of the public or interested students and parents
- If there is a need or interest, college departments will support student in forming ethnic student clubs

Does your institution currently have an Asian American Resource Center (AARC)?

No

Does the community college currently employ culturally competent Asian American recruiters enabling them to communicate and interact with parents and students?

Yes

How much time are Asian American recruiters utilized to address the needs of Asian American students or their parents in their native language? NOTE: THIS ITEM ONLY REQUIRES RESPONSE IF THE PREVIOUS QUESTION RECEIVED A "YES" RESPONSE

Never

## Asian American Employment Plan Survey (HB 4510/P.A. 97-0856)

### Fiscal Year 2018

Public Act 97-0856 requires community colleges (and public universities) to annually report to the legislature their progress on efforts to hire and promote Asian American faculty, staff, and bilingual persons at state colleges and universities. This report is required as part of the larger State Asian American Employment Plan to improve the delivery of state services to Asian Americans by increasing the number of Asian American state employees serving in supervisory, technical, professional, and managerial positions.

### City Colleges of Chicago – Richard J. Daley College

Is your institution an Asian American and Native American Pacific Islander-Serving Institutions Program (AANAPISI) with 10% or more of the students classified as Asian American (and Native American or Pacific Islander) enabling the institution to apply for Title III grants?

Yes

As of June 30, 2018, provide the number of faculty up for tenure at your institution:

	Total that received tenure	Total that did not receive tenure	Total Asian American faculty that received tenure	Total Asian American faculty that did not receive tenure
Total #	8	0	1	0

As of June 30, 2018, provide the number of faculty that separated or left the community college (retired or resigned):

	Total #
Total faculty that experienced separation from the college	1
Total Asian American faculty that experienced separation from the college	0

What percentage of your community college employees are union?

More than 50%

Does your institution provide budget allocations specifically for the recruitment of Asian American faculty, administrators, or any level job category?

No

**This section of the survey will list all activities your institution has undertaken that would help in the implementation of the State of Illinois Asian American Employment Plan for Higher Education.**

What steps has your institution undertaken to ensure that Human Resource staff, responsible for hiring, interviewing, recruitment and Equal Employment Opportunity (EEO) are complying with legislative

mandates for the Asian American Employment Plan for Higher Education?

- Daley College is committed to making responsible hiring decisions to enhance diversity in our Institutions by implementing clear, consistent recruitment processes across the district. Daley College is consistently striving to better measure Asian employment, work closely with Asian organizations in the Chicago Community, and recruit, retain and promote qualified minorities. Daley College strictly enforces its EEO policy, prohibits unlawful discrimination on the basis of race, national origin and all other legally protected categories.

Please provide recommendations for increasing the number of Asian American teaching/administrative staff and any Asian language speaking bilinguals at your institution.

- Continuing to recruit and employ diverse employees that best represent the needs of our student population
- Utilizing a wide variety of recruitment platforms to create a diverse candidate pool
- Interviewing candidates with a diverse panel
- Continued community involvement in the form of language classes and conversation tables
- Open, frequent discussions between bilingual students and staff to increase engagement

Does your institution implement employment incentives to attract Asian American employees such as any of the following (please select all that apply):

- Internships
- Community Linkages
- Mentorship of a new Asian American Faculty

For Asian American employees not part of the tenure system at your institution are the following initiatives in place to help provide for promotion? If yes, please provide a dot point of the initiative(s).

Employees with career ladder enhancement

No

Self-development training

No

Are there other initiatives in place to help provide for promotion of Asian American employees to report for your institution?

No

How is your institution ensuring that all appropriate staff is complying with the mandatory Hiring and Promotion Monitor requirements? Does your institution conduct internal studies or have surveys for monitoring the recruitment of Asian American employees, and have committees that monitor employment or departure of employees from the institution?

Daley College is an equal opportunity employer with a diverse workforce. Our recruitment and staffing efforts are clear and consistent to ensure a wide range of applicants are exposed to each job posted at our seven colleges. Daley College strictly enforces our EEO policy, which prohibits unlawful discrimination on the basis of race, national origin and all other legally protected categories.

**This section of the survey will list specific initiatives and focus on what your institution has undertaken to further comply with the State of Illinois Asian American Employment Plan.**

Please describe any strategies that your institution is developing to meet the increasing numbers and need of Asian languages speaking students and public that may want access to your institution.

- Increased availability of enrollment documents in multiple languages

- Staff/Faculty available to act as translator/primary communicator for any Asian language speaking students and public that want additional information
- Culturally diverse call center has the bandwidth to enlist support in this area if ever needed
- representatives available daily to assist any members of the public or interested students and parents
- If there is a need or interest, college departments will support student in forming ethnic student clubs

Does your institution currently have an Asian American Resource Center (AARC)?

No

Does the community college currently employ culturally competent Asian American recruiters enabling them to communicate and interact with parents and students?

Yes

How much time are Asian American recruiters utilized to address the needs of Asian American students or their parents in their native language? NOTE: THIS ITEM ONLY REQUIRES RESPONSE IF THE PREVIOUS QUESTION RECEIVED A "YES" RESPONSE

Never

## Asian American Employment Plan Survey (HB 4510/P.A. 97-0856)

### Fiscal Year 2018

Public Act 97-0856 requires community colleges (and public universities) to annually report to the legislature their progress on efforts to hire and promote Asian American faculty, staff, and bilingual persons at state colleges and universities. This report is required as part of the larger State Asian American Employment Plan to improve the delivery of state services to Asian Americans by increasing the number of Asian American state employees serving in supervisory, technical, professional, and managerial positions.

### City Colleges of Chicago – Wilbur Wright College

Is your institution an Asian American and Native American Pacific Islander-Serving Institutions Program (AANAPISI) with 10% or more of the students classified as Asian American (and Native American or Pacific Islander) enabling the institution to apply for Title III grants?

No

As of June 30, 2018, provide the number of faculty up for tenure at your institution:

	Total that received tenure	Total that did not receive tenure	Total Asian American faculty that received tenure	Total Asian American faculty that did not receive tenure
Total #	2	0	0	0

As of June 30, 2018, provide the number of faculty that separated or left the community college (retired or resigned):

	Total #
Total faculty that experienced separation from the college	4
Total Asian American faculty that experienced separation from the college	0

What percentage of your community college employees are union?

More than 50%

Does your institution provide budget allocations specifically for the recruitment of Asian American faculty, administrators, or any level job category?

No

**This section of the survey will list all activities your institution has undertaken that would help in the implementation of the State of Illinois Asian American Employment Plan for Higher Education.**

What steps has your institution undertaken to ensure that Human Resource staff, responsible for hiring, interviewing, recruitment and Equal Employment Opportunity (EEO) are complying with legislative

mandates for the Asian American Employment Plan for Higher Education?

- Wright College is committed to making responsible hiring decisions to enhance diversity in our Institutions by implementing clear, consistent recruitment processes across the district. Truman College is consistently striving to better measure Asian employment, work closely with Asian organizations in the Chicago Community, and recruit, retain and promote qualified minorities. Wright College strictly enforces its EEO policy, prohibits unlawful discrimination on the basis of race, national origin and all other legally protected categories

Please provide recommendations for increasing the number of Asian American teaching/administrative staff and any Asian language speaking bilinguals at your institution.

- Continuing to recruit and employ diverse employees that best represent the needs of our student population
- Utilizing a wide variety of recruitment platforms to create a diverse candidate pool
- Interviewing candidates with a diverse panel
- Continued community involvement in the form of language classes and conversation tables
- Open, frequent discussions between bilingual students and staff to increase engagement

Does your institution implement employment incentives to attract Asian American employees such as any of the following (please select all that apply):

- Internships
- Mentorship of a new Asian American Faculty
- Staff Employment Recruitment Plan

For Asian American employees not part of the tenure system at your institution are the following initiatives in place to help provide for promotion? If yes, please provide a dot point of the initiative(s).

Employees with career ladder enhancement

No

Self-development training

No

Are there other initiatives in place to help provide for promotion of Asian American employees to report for your institution?

No

How is your institution ensuring that all appropriate staff is complying with the mandatory Hiring and Promotion Monitor requirements? Does your institution conduct internal studies or have surveys for monitoring the recruitment of Asian American employees, and have committees that monitor employment or departure of employees from the institution?

Wright College is an equal opportunity employer with a diverse workforce. Our recruitment and staffing efforts are clear and consistent to ensure a wide range of applicants are exposed to each job posted at our seven colleges. Wright College strictly enforces our EEO policy, which prohibits unlawful discrimination on the basis of race, national origin and all other legally protected categories.

**This section of the survey will list specific initiatives and focus on what your institution has undertaken to further comply with the State of Illinois Asian American Employment Plan.**

Please describe any strategies that your institution is developing to meet the increasing numbers and need of Asian languages speaking students and public that may want access to your institution.

- Increased availability of enrollment documents in multiple languages
- Staff/Faculty available to act as translator/primary communicator for any Asian language speaking students and public that want additional information
- Culturally diverse call center has the bandwidth to enlist support in this area if ever needed
- representatives available daily to assist any members of the public or interested students and parents
- If there is a need or interest, college departments will support student in forming ethnic student clubs

Does your institution currently have an Asian American Resource Center (AARC)?

No

Does the community college currently employ culturally competent Asian American recruiters enabling them to communicate and interact with parents and students?

Yes

How much time are Asian American recruiters utilized to address the needs of Asian American students or their parents in their native language? NOTE: THIS ITEM ONLY REQUIRES RESPONSE IF THE PREVIOUS QUESTION RECEIVED A "YES" RESPONSE

Never

## Asian American Employment Plan Survey (HB 4510/P.A. 97-0856)

### Fiscal Year 2018

Public Act 97-0856 requires community colleges (and public universities) to annually report to the legislature their progress on efforts to hire and promote Asian American faculty, staff, and bilingual persons at state colleges and universities. This report is required as part of the larger State Asian American Employment Plan to improve the delivery of state services to Asian Americans by increasing the number of Asian American state employees serving in supervisory, technical, professional, and managerial positions.

### College of DuPage

Is your institution an Asian American and Native American Pacific Islander-Serving Institutions Program (AANAPISI) with 10% or more of the students classified as Asian American (and Native American or Pacific Islander) enabling the institution to apply for Title III grants?

No

As of June 30, 2018, provide the number of faculty up for tenure at your institution:

	Total that received tenure	Total that did not receive tenure	Total Asian American faculty that received tenure	Total Asian American faculty that did not receive tenure
Total #	26	0	3	0

As of June 30, 2018, provide the number of faculty that separated or left the community college (retired or resigned):

	Total #
Total faculty that experienced separation from the college	16
Total Asian American faculty that experienced separation from the college	0

What percentage of your community college employees are union?

Less than 50%

Does your institution provide budget allocations specifically for the recruitment of Asian American faculty, administrators, or any level job category?

No

**This section of the survey will list all activities your institution has undertaken that would help in the implementation of the State of Illinois Asian American Employment Plan for Higher Education.**

What steps has your institution undertaken to ensure that Human Resource staff, responsible for hiring, interviewing, recruitment and Equal Employment Opportunity (EEO) are complying with legislative



mandates for the Asian American Employment Plan for Higher Education?

The College of DuPage requires Diversity Training for all search committee members, supervisor and managers. Additionally, the College's Board of Trustees requires the Human Resources department monitor the diversity of the candidate pool on any external search and at the interview stage. Based on the results of each external search, we do additional advertising specifically focused on the minority communities if necessary.

Please provide recommendations for increasing the number of Asian American teaching/administrative staff and any Asian language speaking bilinguals at your institution.

The College of DuPage participates in Diversity Job Fairs and targets diversity job seekers through several methods. Annually we attend the Indo-American Community Services career fair. Another method is increasing posting at diversity oriented specialty websites for example, [minorityfinancejobs.com](http://minorityfinancejobs.com) and [Asiansinhighered.com](http://Asiansinhighered.com). In addition, we post every position on [diversityjobs.com](http://diversityjobs.com) which reaches multiple diversity oriented web sites.

Does your institution implement employment incentives to attract Asian American employees such as any of the following (please select all that apply):

- Community Linkages
- Staff Employment Recruitment Plan

For Asian American employees not part of the tenure system at your institution are the following initiatives in place to help provide for promotion? If yes, please provide a dot point of the initiative(s).

Employees with career ladder enhancement

No

Self-development training

No

Are there other initiatives in place to help provide for promotion of Asian American employees to report for your institution?

Yes

Please provide additional information regarding related initiatives to help provide for promotion of Asian American employees . (NOTE: THIS ITEM ONLY REQUIRES A RESPONSE IF THE PREVIOUS ITEM WAS MARKED "YES".)

Employee development funds are made available for employee to develop professional skills.

How is your institution ensuring that all appropriate staff is complying with the mandatory Hiring and Promotion Monitor requirements? Does your institution conduct internal studies or have surveys for monitoring the recruitment of Asian American employees, and have committees that monitor employment or departure of employees from the institution?

The College of DuPage Affirmative Action Officer receives a detailed monthly report that outlines new hires and promotions at the College. This report indicated the ethnicity of the individuals impacted by these changes.

**This section of the survey will list specific initiatives and focus on what your institution has**

**undertaken to further comply with the State of Illinois Asian American Employment Plan.**

Please describe any strategies that your institution is developing to meet the increasing numbers and need of Asian languages speaking students and public that may want access to your institution.

none at this time

Does your institution currently have an Asian American Resource Center (AARC)?

No

For institutions with an AARC and a Director or Coordinator for that AARC please provide a YES/NO response to the following questions regarding the AARC Director/Coordinator. (NOTE: THIS ITEM ONLY ACCEPTS RESPONSES IF THE PREVIOUS ITEM WAS MARKED "YES". IF THE PREVIOUS ITEM WAS MARKED "NO", RESPONSE OPTIONS ARE VISIBLE, BUT CAN'T BE SELECTED.)

Is the center Director/Coordinator Asian American?	NO
Is the center Director/Coordinator fluent in any of the Asian languages or dialects?	NO
Does the center Director/Coordinator assist in the recruitment of Asian American students?	NO

Does the community college currently employ culturally competent Asian American recruiters enabling them to communicate and interact with parents and students?

N/A

## Asian American Employment Plan Survey (HB 4510/P.A. 97-0856)

### Fiscal Year 2018

Public Act 97-0856 requires community colleges (and public universities) to annually report to the legislature their progress on efforts to hire and promote Asian American faculty, staff, and bilingual persons at state colleges and universities. This report is required as part of the larger State Asian American Employment Plan to improve the delivery of state services to Asian Americans by increasing the number of Asian American state employees serving in supervisory, technical, professional, and managerial positions.

### College of Lake County

Is your institution an Asian American and Native American Pacific Islander-Serving Institutions Program (AANAPISI) with 10% or more of the students classified as Asian American (and Native American or Pacific Islander) enabling the institution to apply for Title III grants?

No

As of June 30, 2018, provide the number of faculty up for tenure at your institution:

	Total that received tenure	Total that did not receive tenure	Total Asian American faculty that received tenure	Total Asian American faculty that did not receive tenure
Total #	7	0	0	0

As of June 30, 2018, provide the number of faculty that separated or left the community college (retired or resigned):

	Total #
Total faculty that experienced separation from the college	7
Total Asian American faculty that experienced separation from the college	0

What percentage of your community college employees are union?

More than 50%

Does your institution provide budget allocations specifically for the recruitment of Asian American faculty, administrators, or any level job category?

Yes

Provide the FY 2018 budget allocation(s) for each of these recruitment initiatives for Asian American faculty, administrators, or any level job category. (NOTE: THIS ITEM ONLY REQUIRES A RESPONSE IF THE PREVIOUS QUESTION RECEIVED A "YES" RESPONSE.)

Twenty-five to thirty percent of the recruiting budget is spent on diverse recruiting hiring initiatives. To promote diversity a widespread strategy is developed on places and sources to recruit a broad and diverse pool of candidates.

**This section of the survey will list all activities your institution has undertaken that would help in the implementation of the State of Illinois Asian American Employment Plan for Higher Education.**

What steps has your institution undertaken to ensure that Human Resource staff, responsible for hiring, interviewing, recruitment and Equal Employment Opportunity (EEO) are complying with legislative mandates for the Asian American Employment Plan for Higher Education?

The College has established policies and procedures in place to ensure the institution addresses equal employment opportunities and non-discrimination. The College hiring process requires training for individuals who serve on hiring committees about conducting a fair and legal hiring process. This includes training on uniform guidelines on employee selection, hidden bias and overall legal compliance in the hiring process. The College ensures that it advertises in diverse sources for attracting qualified Asian American candidates. Training and regular review of all hiring practices to ensure compliance with legislative mandates effecting recruitment, employment, and promotion of highly qualified Asian American.

Recruiters in Human Resource tracks applicant pools at each stage of the process by collecting and analyzing applicant diversity statistics to ensure that the applicant pool is diverse and diverse applicants are considered. This process ensures that the pool is truly diverse and allows an opportunity for all those with required skill sets to have an opportunity for advancement within our staffing system.

Please provide recommendations for increasing the number of Asian American teaching/administrative staff and any Asian language speaking bilinguals at your institution.

The College will maintain strong social media and community ties to recruit Asian American employees and continue to recruit and employ diverse employees that best represent the needs of our student population and utilize a wide variety of recruitment platforms to create a diverse candidate pool. Continue to ensure that employees who serve on hiring committees receive search committee training regarding diversity considerations in the hiring process.

Identify Asian American specific targeted advertising venues and social media and participate in diversity specific conferences. If there are instances where applicant pools are not diverse the search may be extended. Continue to develop training on cultural competency, diversity issues, legal compliance and hidden bias. Ensure that the College's website and social media accounts are welcoming and encouraging to attract diverse staff. Encourage hiring managers involved in the recruiting process to vigorously engage social media and other outreach and networking opportunities to attract and refer Asian American applicants.

Does your institution implement employment incentives to attract Asian American employees such as any of the following (please select all that apply):

- Internships
- Community Linkages
- Mentorship of a new Asian American Faculty
- Staff Employment Recruitment Plan

For Asian American employees not part of the tenure system at your institution are the following initiatives in place to help provide for promotion? If yes, please provide a dot point of the initiative(s).

Employees with career ladder enhancement

No

Please provide a dot point description of the (career ladder) initiative. (NOTE: THIS ITEM ONLY

REQUIRES A RESPONSE IF THE PREVIOUS ITEM WAS MARKED "YES".)

The College provides opportunities for professional development through our Career Development, Tuition Waiver, Staff Training and Development, career path identification, and a Professional/Leadership Immersion Program.

#### Self-development training

Yes

Please provide a dot point description of the (self-development training) initiative. (NOTE: THIS ITEM ONLY REQUIRES A RESPONSE IF THE PREVIOUS ITEM WAS MARKED "YES".)

To endorse and facilitate skills development, CLC provides an above market Career Development Program, tuition reimbursement and tuition waiver to eligible employees for enrollment in career path directed coursework at educational institutions.

Are there other initiatives in place to help provide for promotion of Asian American employees to report for your institution?

Yes

Please provide additional information regarding related initiatives to help provide for promotion of Asian American employees. (NOTE: THIS ITEM ONLY REQUIRES A RESPONSE IF THE PREVIOUS ITEM WAS MARKED "YES".)

Professional partners and professional leadership immersion program develop leadership competencies, create networking opportunities while involving employees in the college's governance initiatives and strategic priorities.

How is your institution ensuring that all appropriate staff is complying with the mandatory Hiring and Promotion Monitor requirements? Does your institution conduct internal studies or have surveys for monitoring the recruitment of Asian American employees, and have committees that monitor employment or departure of employees from the institution?

All recruitment policies take into consideration an outreach effort that deliberately focuses on increasing and maintaining the diversity support within the organization. HR monitors' candidate pools for diversity and ensures EEO guidelines are followed. Search committee training prior to the start of the hiring process to ensure compliance. Assessment of pools to ensure that the pools are adequately diverse and that minority applicants are considered.

**This section of the survey will list specific initiatives and focus on what your institution has undertaken to further comply with the State of Illinois Asian American Employment Plan.**

Please describe any strategies that your institution is developing to meet the increasing numbers and need of Asian languages speaking students and public that may want access to your institution.

The Multicultural Student Center supports the Asian Student Alliance student club, which helps ensure that Asian student feel welcome and connected to CLC faculty, staff and other students. Every year, Asian Student Alliance organizes outreach events, such as Lake County's Best Dance Crew, cultural outings and fundraisers. The Center for International Education also supports Asian language-speaking students who have been accepted into the program.

Does your institution currently have an Asian American Resource Center (AARC)?

No

For institutions with an AARC and a Director or Coordinator for that AARC please provide a YES/NO response to the following questions regarding the AARC Director/Coordinator. (NOTE: THIS ITEM ONLY ACCEPTS RESPONSES IF THE PREVIOUS ITEM WAS MARKED "YES". IF THE PREVIOUS ITEM WAS MARKED "NO", RESPONSE OPTIONS ARE VISIBLE, BUT CAN'T BE SELECTED.)

Is the center Director/Coordinator Asian American?	NO
Is the center Director/Coordinator fluent in any of the Asian languages or dialects?	NO
Does the center Director/Coordinator assist in the recruitment of Asian American students?	YES

Does the community college currently employ culturally competent Asian American recruiters enabling them to communicate and interact with parents and students?

No

## Asian American Employment Plan Survey (HB 4510/P.A. 97-0856)

### Fiscal Year 2018

Public Act 97-0856 requires community colleges (and public universities) to annually report to the legislature their progress on efforts to hire and promote Asian American faculty, staff, and bilingual persons at state colleges and universities. This report is required as part of the larger State Asian American Employment Plan to improve the delivery of state services to Asian Americans by increasing the number of Asian American state employees serving in supervisory, technical, professional, and managerial positions.

### Danville Area Community College

Is your institution an Asian American and Native American Pacific Islander-Serving Institutions Program (AANAPISI) with 10% or more of the students classified as Asian American (and Native American or Pacific Islander) enabling the institution to apply for Title III grants?

No

As of June 30, 2018, provide the number of faculty up for tenure at your institution:

	Total that received tenure	Total that did not receive tenure	Total Asian American faculty that received tenure	Total Asian American faculty that did not receive tenure
Total #	3	0	0	0

As of June 30, 2018, provide the number of faculty that separated or left the community college (retired or resigned):

	Total #
Total faculty that experienced separation from the college	7
Total Asian American faculty that experienced separation from the college	0

What percentage of your community college employees are union?

More than 50%

Does your institution provide budget allocations specifically for the recruitment of Asian American faculty, administrators, or any level job category?

No

**This section of the survey will list all activities your institution has undertaken that would help in the implementation of the State of Illinois Asian American Employment Plan for Higher Education.**

What steps has your institution undertaken to ensure that Human Resource staff, responsible for hiring, interviewing, recruitment and Equal Employment Opportunity (EEO) are complying with legislative

mandates for the Asian American Employment Plan for Higher Education?

All open positions are publicly advertised. We advertise with diversity venues. Search committees are composed of a diverse group of employees. The VP or HR oversees all actions of the search committees to maintain equitable and inclusive practices.

Please provide recommendations for increasing the number of Asian American teaching/administrative staff and any Asian language speaking bilinguals at your institution.

Advertise is diverse venues and publicly.

Does your institution implement employment incentives to attract Asian American employees such as any of the following (please select all that apply):

- Mentorship of a new Asian American Faculty

For Asian American employees not part of the tenure system at your institution are the following initiatives in place to help provide for promotion? If yes, please provide a dot point of the initiative(s).

Employees with career ladder enhancement

No

Self-development training

Yes

Please provide a dot point description of the (self-development training) initiative. (NOTE: THIS ITEM ONLY REQUIRES A RESPONSE IF THE PREVIOUS ITEM WAS MARKED "YES".)

All employees are encouraged to increase their personal and professional development.

Are there other initiatives in place to help provide for promotion of Asian American employees to report for your institution?

No

How is your institution ensuring that all appropriate staff is complying with the mandatory Hiring and Promotion Monitor requirements? Does your institution conduct internal studies or have surveys for monitoring the recruitment of Asian American employees, and have committees that monitor employment or departure of employees from the institution?

Search committees are composed of a diverse group of employees.

**This section of the survey will list specific initiatives and focus on what your institution has undertaken to further comply with the State of Illinois Asian American Employment Plan.**

Please describe any strategies that your institution is developing to meet the increasing numbers and need



of Asian languages speaking students and public that may want access to your institution.

We are a Leader college for the Achieving the Dream program.

Does your institution currently have an Asian American Resource Center (AARC)?

No

Does the community college currently employ culturally competent Asian American recruiters enabling them to communicate and interact with parents and students?

No

## Asian American Employment Plan Survey (HB 4510/P.A. 97-0856)

### Fiscal Year 2018

Public Act 97-0856 requires community colleges (and public universities) to annually report to the legislature their progress on efforts to hire and promote Asian American faculty, staff, and bilingual persons at state colleges and universities. This report is required as part of the larger State Asian American Employment Plan to improve the delivery of state services to Asian Americans by increasing the number of Asian American state employees serving in supervisory, technical, professional, and managerial positions.

### Elgin Community College

Is your institution an Asian American and Native American Pacific Islander-Serving Institutions Program (AANAPISI) with 10% or more of the students classified as Asian American (and Native American or Pacific Islander) enabling the institution to apply for Title III grants?

Yes

As of June 30, 2018, provide the number of faculty up for tenure at your institution:

	Total that received tenure	Total that did not receive tenure	Total Asian American faculty that received tenure	Total Asian American faculty that did not receive tenure
Total #	227	403	5	28

As of June 30, 2018, provide the number of faculty that separated or left the community college (retired or resigned):

	Total #
Total faculty that experienced separation from the college	4
Total Asian American faculty that experienced separation from the college	0

What percentage of your community college employees are union?

More than 50%

Does your institution provide budget allocations specifically for the recruitment of Asian American faculty, administrators, or any level job category?

Yes

Provide the FY 2018 budget allocation(s) for each of these recruitment initiatives for Asian American faculty, administrators, or any level job category. (NOTE: THIS ITEM ONLY REQUIRES A RESPONSE IF THE PREVIOUS QUESTION RECEIVED A "YES" RESPONSE.)

A significant portion of the college's advertising budget is used to advertise with mediums that reach diverse populations

**This section of the survey will list all activities your institution has undertaken that would help in the implementation of the State of Illinois Asian American Employment Plan for Higher Education.**

What steps has your institution undertaken to ensure that Human Resource staff, responsible for hiring, interviewing, recruitment and Equal Employment Opportunity (EEO) are complying with legislative mandates for the Asian American Employment Plan for Higher Education?

ECC's commitment to diversity, equity, and inclusion is ingrained in the college's strategic plan as well as the college's EEO/AA policies and procedures. ECC is also one of a few Illinois community colleges that participate in the national Achieving the Dream initiative. ECC has developed a college wide Student Success Infrastructure model that connects all aspects of the college to student success. The committee/task force members assist the president in defining, planning for, and implementing infrastructures to build and sustain cultural competence in the areas of diversity, equity, and inclusion. The CMCO is responsible for developing and executing community relations strategies that effectively support and achieve the vision, mission, goals and objectives of the college. Members of the Alliance for College Readiness work in faculty and staff teams to establish a common understanding of college and career readiness, to better align curriculum and instruction and to foster effective communication systems between students, educators, and parents. ECC employees maintain memberships to minority professional associations and societies. The ECC Human Resources Department tracks demographic information of applicants who submit an ECC application for employment. Applicants respond to questions related to multiculturalism during the application and interview process. Anyone participating in the hiring process is required to complete cultural competency training. The college also offers a series of in-service professional development opportunities related to diversity, inclusion, and equity.

Please provide recommendations for increasing the number of Asian American teaching/administrative staff and any Asian language speaking bilinguals at your institution.

Enhance recruitment activities utilized to refer candidates to open vacancies. Increase ECC participation in employment/career fairs and networking events. Continue to maintain and develop external relationships with the community in an effort to foster our community outreach efforts. Begin to track applicants that indicate non-English speaking skills when applying for employment opportunities. Continue to provide assistance and support to candidates in more than one language. Provide hard copy and electronic documents related to the hiring process in multiple languages.

Does your institution implement employment incentives to attract Asian American employees such as any of the following (please select all that apply):

None / Not applicable

For Asian American employees not part of the tenure system at your institution are the following initiatives in place to help provide for promotion? If yes, please provide a dot point of the initiative(s).

Employees with career ladder enhancement

No

## Self-development training

Yes

Please provide a dot point description of the (self-development training) initiative. (NOTE: THIS ITEM ONLY REQUIRES A RESPONSE IF THE PREVIOUS ITEM WAS MARKED "YES".)

- Continuous professional development classes offered to employees
- Professional Development funds offered to employees to use towards any forms of professional development such as classes, training, conferences and more
- Tuition Reimbursement

Are there other initiatives in place to help provide for promotion of Asian American employees to report for your institution?

Yes

Please provide additional information regarding related initiatives to help provide for promotion of Asian American employees. (NOTE: THIS ITEM ONLY REQUIRES A RESPONSE IF THE PREVIOUS ITEM WAS MARKED "YES".)

ECC is currently developing strategies to create a Multi-Cultural Center. Through the success of this effort, ECC will continue to employ the strategies for diversifying the staff to reflect the population it serves.

How is your institution ensuring that all appropriate staff is complying with the mandatory Hiring and Promotion Monitor requirements? Does your institution conduct internal studies or have surveys for monitoring the recruitment of Asian American employees, and have committees that monitor employment or departure of employees from the institution?

We are able to ensure compliance through HR and leadership oversight, training and awareness, various administrative procedures, practices, and policies as well as governing documents.

**This section of the survey will list specific initiatives and focus on what your institution has undertaken to further comply with the State of Illinois Asian American Employment Plan.**

Please describe any strategies that your institution is developing to meet the increasing numbers and need of Asian languages speaking students and public that may want access to your institution.

ECC is currently developing strategies to create a Multi-Cultural Center. Through the success of this effort, ECC will continue to employ the strategies for diversifying the staff to reflect the population it serves.

Does your institution currently have an Asian American Resource Center (AARC)?

No

For institutions with an AARC and a Director or Coordinator for that AARC please provide a YES/NO response to the following questions regarding the AARC Director/Coordinator. (NOTE: THIS ITEM ONLY ACCEPTS RESPONSES IF THE PREVIOUS ITEM WAS MARKED "YES". IF THE PREVIOUS ITEM WAS MARKED "NO", RESPONSE OPTIONS ARE VISIBLE, BUT CAN'T BE SELECTED.)

Is the center Director/Coordinator Asian American?

Is the center Director/Coordinator fluent in any of the Asian languages or dialects?	NO
Does the center Director/Coordinator assist in the recruitment of Asian American students?	NO

Does the community college currently employ culturally competent Asian American recruiters enabling them to communicate and interact with parents and students?

No

## Asian American Employment Plan Survey (HB 4510/P.A. 97-0856)

### Fiscal Year 2018

Public Act 97-0856 requires community colleges (and public universities) to annually report to the legislature their progress on efforts to hire and promote Asian American faculty, staff, and bilingual persons at state colleges and universities. This report is required as part of the larger State Asian American Employment Plan to improve the delivery of state services to Asian Americans by increasing the number of Asian American state employees serving in supervisory, technical, professional, and managerial positions.

### Harper College

Is your institution an Asian American and Native American Pacific Islander-Serving Institutions Program (AANAPISI) with 10% or more of the students classified as Asian American (and Native American or Pacific Islander) enabling the institution to apply for Title III grants?

Yes

As of June 30, 2018, provide the number of faculty up for tenure at your institution:

	Total that received tenure	Total that did not receive tenure	Total Asian American faculty that received tenure	Total Asian American faculty that did not receive tenure
Total #	7	0	0	0

As of June 30, 2018, provide the number of faculty that separated or left the community college (retired or resigned):

	Total #
Total faculty that experienced separation from the college	15
Total Asian American faculty that experienced separation from the college	3

What percentage of your community college employees are union?

Less than 50%

Does your institution provide budget allocations specifically for the recruitment of Asian American faculty, administrators, or any level job category?

Yes

Provide the FY 2018 budget allocation(s) for each of these recruitment initiatives for Asian American faculty, administrators, or any level job category. (NOTE: THIS ITEM ONLY REQUIRES A RESPONSE IF THE PREVIOUS QUESTION RECEIVED A "YES" RESPONSE.)

\$15,793 was the total amount allocated for recruiting multiple diverse populations, including Asian Americans, who are considered underrepresented in the academic workforce.

**This section of the survey will list all activities your institution has undertaken that would help in the implementation of the State of Illinois Asian American Employment Plan for Higher Education.**

What steps has your institution undertaken to ensure that Human Resource staff, responsible for hiring, interviewing, recruitment and Equal Employment Opportunity (EEO) are complying with legislative mandates for the Asian American Employment Plan for Higher Education?

Harper College has long established policies and procedures for ensuring that the institution is an equal opportunity employer. These include but are not limited to: institutional wide-strategic goals in place to attract and retain underrepresented employees in higher level faculty and administrator roles; regular reviews of all recruiting practices to ensure that there are adequate pipelines for attracting well –qualified Asian-American candidates; and search committee cultural competency training for hiring managers and employees who serve on search committees. Candidate pool diversity statistics for administrator and faculty search are collected and analyzed to ensure that the percentage of diverse applicants in the total pool remain consistent throughout the interview process. These statistics are reviewed by the Dean, Provost or VP, Special Assistant to the President for Diversity and Inclusion and Chief Human Resources Office.

Please provide recommendations for increasing the number of Asian American teaching/administrative staff and any Asian language speaking bilinguals at your institution.

Monitor the College's multi-year plan targeting the recruitment and hiring of Asian-American Faculty and staff. Continue to identify and participate in diversity specific conferences such as NCORE (National Conference on Race and Ethnicity in Higher Education), SHRM Diversity and Inclusion Conference, and other diversity- related conferences. Coordinate recruiting activities to attract Asian-American applicants. Continue to mandate training classes for all faculty search committee members to educate on diversity issues, legal compliance and cultural competency in the hiring process. Continually review and update the College Website to continue to create a more welcoming environment and to encourage individuals from under-represented groups to apply. Continue to maintain and expand the Diverse Faculty Fellow program to increase the number of individuals from underrepresented groups who become employees.

Does your institution implement employment incentives to attract Asian American employees such as any of the following (please select all that apply):

- Mentorship of a new Asian American Faculty

For Asian American employees not part of the tenure system at your institution are the following initiatives in place to help provide for promotion? If yes, please provide a dot point of the initiative(s).

Employees with career ladder enhancement

No

Self-development training

Yes

Please provide a dot point description of the (self-development training) initiative. (NOTE: THIS ITEM ONLY REQUIRES A RESPONSE IF THE PREVIOUS ITEM WAS MARKED "YES".)

Asian-American faculty and staff are provided with professional development dollars of up to \$1,150 to enhance their skill sets and eligibility for promotion. On-line course and workshops are available for faculty to develop skills.

Are there other initiatives in place to help provide for promotion of Asian American employees to report for your institution?

No

How is your institution ensuring that all appropriate staff is complying with the mandatory Hiring and Promotion Monitor requirements? Does your institution conduct internal studies or have surveys for monitoring the recruitment of Asian American employees, and have committees that monitor employment or departure of employees from the institution?

Policies and procedures to ensure the College is an equal opportunity employer; review of recruiting practices to ensure adequate pipelines for attracting well-qualified Asian-American candidates and to ensure compliance with Federal and State laws.

**This section of the survey will list specific initiatives and focus on what your institution has undertaken to further comply with the State of Illinois Asian American Employment Plan.**

Please describe any strategies that your institution is developing to meet the increasing numbers and need of Asian languages speaking students and public that may want access to your institution.

Many strategies have been put in place to raise achievement levels of all students. Examples of those initiatives include closer curriculum alignment work with our district high schools, multiple measures for placement, developmental education reform, creation of a first year seminar course, and a new case management academic advising approach. With our new case management advising model (implemented in FY18) all new degree-seeking students are assigned an advisor upon entry who stays with that student until completion. The advisor helps the student to develop a semester-by-semester academic plan to meet his/her intended goals and serves as a point person to guide the student through his/her Harper experience. The College provides programs such as Summer Scholars, One Million Degrees and the Women's Program. All are targeted at assisting populations of traditionally underrepresented students including low-income, first-generation and minority students. Each program provides additional supports and financial assistance to students participating in those programs. The College has emergency funds available to all students, as well as Hawks Care resources -- free food, personal hygiene supplies, school supplies, lunch/grocery/gas cards and other resources. Lastly, the College provides Asian students the opportunity to engage through our Indian Pakistani Student Club.

Does your institution currently have an Asian American Resource Center (AARC)?

No

Does the community college currently employ culturally competent Asian American recruiters enabling them to communicate and interact with parents and students?

Yes

How much time are Asian American recruiters utilized to address the needs of Asian American students or their parents in their native language? NOTE: THIS ITEM ONLY REQUIRES RESPONSE IF THE PREVIOUS QUESTION RECEIVED A "YES" RESPONSE

Quarter-Time



## Asian American Employment Plan Survey (HB 4510/P.A. 97-0856)

### Fiscal Year 2018

Public Act 97-0856 requires community colleges (and public universities) to annually report to the legislature their progress on efforts to hire and promote Asian American faculty, staff, and bilingual persons at state colleges and universities. This report is required as part of the larger State Asian American Employment Plan to improve the delivery of state services to Asian Americans by increasing the number of Asian American state employees serving in supervisory, technical, professional, and managerial positions.

### Heartland Community College

Is your institution an Asian American and Native American Pacific Islander-Serving Institutions Program (AANAPISI) with 10% or more of the students classified as Asian American (and Native American or Pacific Islander) enabling the institution to apply for Title III grants?

No

As of June 30, 2018, provide the number of faculty up for tenure at your institution:

	Total that received tenure	Total that did not receive tenure	Total Asian American faculty that received tenure	Total Asian American faculty that did not receive tenure
Total #	2	0	0	0

As of June 30, 2018, provide the number of faculty that separated or left the community college (retired or resigned):

	Total #
Total faculty that experienced separation from the college	4
Total Asian American faculty that experienced separation from the college	0

What percentage of your community college employees are union?

Less than 50%

Does your institution provide budget allocations specifically for the recruitment of Asian American faculty, administrators, or any level job category?

No

**This section of the survey will list all activities your institution has undertaken that would help in the implementation of the State of Illinois Asian American Employment Plan for Higher Education.**

What steps has your institution undertaken to ensure that Human Resource staff, responsible for hiring, interviewing, recruitment and Equal Employment Opportunity (EEO) are complying with legislative

mandates for the Asian American Employment Plan for Higher Education?

HCC has comprehensive hiring guidelines that inform processes related to hiring, interviewing, and EEO. Employees who are involved in these recruitment processes complete an online training.

Please provide recommendations for increasing the number of Asian American teaching/administrative staff and any Asian language speaking bilinguals at your institution.

Ensure that information about employment opportunities is reaching Asian American populations. As appropriate this could include advertising positions on diversity-oriented online job boards and websites, and utilizing diversity and inclusion email distribution lists.

Does your institution implement employment incentives to attract Asian American employees such as any of the following (please select all that apply):

- None / Not applicable

For Asian American employees not part of the tenure system at your institution are the following initiatives in place to help provide for promotion? If yes, please provide a dot point of the initiative(s).

Employees with career ladder enhancement

No

Self-development training

Yes

Please provide a dot point description of the (self-development training) initiative. (NOTE: THIS ITEM ONLY REQUIRES A RESPONSE IF THE PREVIOUS ITEM WAS MARKED "YES".)

- Seminars/workshops/conferences and other training
- Professional association memberships and publications
- Sabbaticals
- Tuition support

Are there other initiatives in place to help provide for promotion of Asian American employees to report for your institution?

No

How is your institution ensuring that all appropriate staff is complying with the mandatory Hiring and Promotion Monitor requirements? Does your institution conduct internal studies or have surveys for monitoring the recruitment of Asian American employees, and have committees that monitor employment or departure of employees from the institution?

Hiring guidelines are designed to ensure a fair, effective hiring method that is in compliance with all applicable employment laws and the College's Equal Opportunity and Non-Discrimination policy. HCC requests and collects EEO information from applicants, which is provided on a voluntary basis.

**This section of the survey will list specific initiatives and focus on what your institution has undertaken to further comply with the State of Illinois Asian American Employment Plan.**

Please describe any strategies that your institution is developing to meet the increasing numbers and need of Asian languages speaking students and public that may want access to your institution.

HCC has comprehensive student support services in place to assist all students in overcoming academic and personal barriers. In addition to ESL programming, HCC continues to provide an Academic English Language Program to prepare nonnative English speakers for college-level coursework. HCC utilizes a specialized support team to assist international students, including those who are Asian language speaking. The Chinese Students Association aims to create an academic and interactive social environment for Chinese students and others interested in Chinese culture to engage and share their experiences.

The College has recently launched a Diversity and Inclusivity Task Team consisting of employees, students, and community members. The charge of this task team is to review College policies and practices related to diversity, inclusivity, and equity over the 2019 calendar year in order to identify opportunities for improvement. Supports and services for this group will be addressed during phase two of the task team's work.

Does your institution currently have an Asian American Resource Center (AARC)?

No

Does the community college currently employ culturally competent Asian American recruiters enabling them to communicate and interact with parents and students?

Yes

How much time are Asian American recruiters utilized to address the needs of Asian American students or their parents in their native language? NOTE: THIS ITEM ONLY REQUIRES RESPONSE IF THE PREVIOUS QUESTION RECEIVED A "YES" RESPONSE

Quarter-Time

## Asian American Employment Plan Survey (HB 4510/P.A. 97-0856)

### Fiscal Year 2018

Public Act 97-0856 requires community colleges (and public universities) to annually report to the legislature their progress on efforts to hire and promote Asian American faculty, staff, and bilingual persons at state colleges and universities. This report is required as part of the larger State Asian American Employment Plan to improve the delivery of state services to Asian Americans by increasing the number of Asian American state employees serving in supervisory, technical, professional, and managerial positions.

### Highland Community College

Is your institution an Asian American and Native American Pacific Islander-Serving Institutions Program (AANAPISI) with 10% or more of the students classified as Asian American (and Native American or Pacific Islander) enabling the institution to apply for Title III grants?

No

As of June 30, 2018, provide the number of faculty up for tenure at your institution:

	Total that received tenure	Total that did not receive tenure	Total Asian American faculty that received tenure	Total Asian American faculty that did not receive tenure
Total #	5	1	1	0

As of June 30, 2018, provide the number of faculty that separated or left the community college (retired or resigned):

	Total #
Total faculty that experienced separation from the college	5
Total Asian American faculty that experienced separation from the college	0

What percentage of your community college employees are union?

Less than 50%

Does your institution provide budget allocations specifically for the recruitment of Asian American faculty, administrators, or any level job category?

No

Provide the FY 2018 budget allocation(s) for each of these recruitment initiatives for Asian American faculty, administrators, or any level job category. (NOTE: THIS ITEM ONLY REQUIRES A RESPONSE IF THE PREVIOUS QUESTION RECEIVED A "YES" RESPONSE.)

We allocate budget resources for recruitment of a diverse applicant pool, but don't allocate specific amounts for distinct populations.

**This section of the survey will list all activities your institution has undertaken that would help in the implementation of the State of Illinois Asian American Employment Plan for Higher Education.**

What steps has your institution undertaken to ensure that Human Resource staff, responsible for hiring, interviewing, recruitment and Equal Employment Opportunity (EEO) are complying with legislative mandates for the Asian American Employment Plan for Higher Education?

HR staff are trained on comprehensive search and hiring guidelines within state and federal mandates and Highland's Affirmative Action Plan. Highland collects and analyzes employment data for each search. In addition, HR staff review all applicants that are received for open positions to ensure that candidates are not eliminated from the search by the search committee for reasons other than not meeting the qualifications of the position, application deadline or following application criteria.

Please provide recommendations for increasing the number of Asian American teaching/administrative staff and any Asian language speaking bilinguals at your institution.

Highland is aware of its obligation to have a diverse workforce and to actively increase the number of underrepresented individuals at all levels of the College. We continue to try different recruitment venues and sources to reach a more diverse candidate pool. Local newspapers that offer inclusion of job postings at such sites as Zip Recruiter and Indeed, at no additional charge, has also allowed a greater number of applicants to see our postings. Following the conclusion of a search, information from applicants, particularly those from underrepresented groups, is reviewed to determine how they found out about the open position. That data is used to determine where future job openings are posted. Also, Highland recently became a member of an Employer Summit group, which is made up of local organizations in the Freeport area. The purpose of the group is to share recruitment resources in order to reach a broader applicant base that we may not otherwise have access to, such as job fairs and diversity fairs.

Does your institution implement employment incentives to attract Asian American employees such as any of the following (please select all that apply):

- Community Linkages

For Asian American employees not part of the tenure system at your institution are the following initiatives in place to help provide for promotion? If yes, please provide a dot point of the initiative(s).

Employees with career ladder enhancement

No

Self-development training

Yes

Please provide a dot point description of the (self-development training) initiative. (NOTE: THIS ITEM ONLY REQUIRES A RESPONSE IF THE PREVIOUS ITEM WAS MARKED "YES".)

Professional development opportunities in the form of workshops, online training and one-on-one coaching.

Tuition waivers for Highland classes are available to full-time and part-time employees.

Are there other initiatives in place to help provide for promotion of Asian American employees to report for your institution?

No

How is your institution ensuring that all appropriate staff is complying with the mandatory Hiring and

Promotion Monitor requirements? Does your institution conduct internal studies or have surveys for monitoring the recruitment of Asian American employees, and have committees that monitor employment or departure of employees from the institution?

A representative from the Equal Opportunity Employment/Affirmative Action (EOE/AA) committee is assigned to each search committee to participate in the review, interview and selection of candidates for all regular part-time and full-time positions. Prior to being involved in a search, each EOE/AA committee member participates in training that includes discrimination law and other applicable regulations, the search process and unconscious bias. All search committee members also receive training. Surveys are sent out to search committee members (including chairs and EOE/AA members) to gather feedback on their search committee experience. Questions differ based on the member role. Topics include whether additional search committee training is needed, if inappropriate questions were asked of the applicants, if it was necessary to address any personal concerns by committee members about biases and prejudices, etc.

**This section of the survey will list specific initiatives and focus on what your institution has undertaken to further comply with the State of Illinois Asian American Employment Plan.**

Please describe any strategies that your institution is developing to meet the increasing numbers and need of Asian languages speaking students and public that may want access to your institution.

Highland has not seen increased numbers and/or need of Asian language speaking students and public. Student needs are evaluated periodically and assessed with the assistance of faculty and staff. Strategies would be developed based on feedback as the need arises.

Does your institution currently have an Asian American Resource Center (AARC)?

No

Does the community college currently employ culturally competent Asian American recruiters enabling them to communicate and interact with parents and students?

No

## Asian American Employment Plan Survey (HB 4510/P.A. 97-0856)

### Fiscal Year 2018

Public Act 97-0856 requires community colleges (and public universities) to annually report to the legislature their progress on efforts to hire and promote Asian American faculty, staff, and bilingual persons at state colleges and universities. This report is required as part of the larger State Asian American Employment Plan to improve the delivery of state services to Asian Americans by increasing the number of Asian American state employees serving in supervisory, technical, professional, and managerial positions.

### Illinois Central College

Is your institution an Asian American and Native American Pacific Islander-Serving Institutions Program (AANAPISI) with 10% or more of the students classified as Asian American (and Native American or Pacific Islander) enabling the institution to apply for Title III grants?

No

As of June 30, 2018, provide the number of faculty up for tenure at your institution:

	Total that received tenure	Total that did not receive tenure	Total Asian American faculty that received tenure	Total Asian American faculty that did not receive tenure
Total #	5	1	2	0

As of June 30, 2018, provide the number of faculty that separated or left the community college (retired or resigned):

	Total #
Total faculty that experienced separation from the college	14
Total Asian American faculty that experienced separation from the college	1

What percentage of your community college employees are union?

Less than 50%

Does your institution provide budget allocations specifically for the recruitment of Asian American faculty, administrators, or any level job category?

No

**This section of the survey will list all activities your institution has undertaken that would help in the implementation of the State of Illinois Asian American Employment Plan for Higher Education.**

What steps has your institution undertaken to ensure that Human Resource staff, responsible for hiring, interviewing, recruitment and Equal Employment Opportunity (EEO) are complying with legislative

mandates for the Asian American Employment Plan for Higher Education?

We have a strong Affirmative Action Plan providing the institution guidance on employment and retention goals. The offices of EEO and Human Resources work together to ensure the institutions sourcing, interviewing, and selection is based on non-bias factors. Staff receiving training on EEO compliance, non-bias selection techniques.

Please provide recommendations for increasing the number of Asian American teaching/administrative staff and any Asian language speaking bilinguals at your institution.

- A. Maintaining the Faculty Fellow program
- B. Targeted recruitment of HLC qualified minority candidates
- C. Implement referral bonus program

Does your institution implement employment incentives to attract Asian American employees such as any of the following (please select all that apply):

- Internships
- Community Linkages
- Mentorship of a new Asian American Faculty

For Asian American employees not part of the tenure system at your institution are the following initiatives in place to help provide for promotion? If yes, please provide a dot point of the initiative(s).

Employees with career ladder enhancement

Yes

Please provide a dot point description of the (career ladder) initiative. (NOTE: THIS ITEM ONLY REQUIRES A RESPONSE IF THE PREVIOUS ITEM WAS MARKED "YES".)

Mentorship programs are available for non-tenured faculty. Additionally, ICC offers an Online Academy for tenured and non-tenured employees to learn classroom management, improving student learning, and teaching philosophy.

Self-development training

Yes

Please provide a dot point description of the (self-development training) initiative. (NOTE: THIS ITEM ONLY REQUIRES A RESPONSE IF THE PREVIOUS ITEM WAS MARKED "YES".)

ICC offers various online and classroom development opportunities that would prepare staff for promotion. Employees have annual career discussions with supervisors.

Are there other initiatives in place to help provide for promotion of Asian American employees to report for your institution?

Yes

Please provide additional information regarding related initiatives to help provide for promotion of Asian American employees . (NOTE: THIS ITEM ONLY REQUIRES A RESPONSE IF THE PREVIOUS ITEM WAS MARKED "YES".)

Our in-house job posting process allows for internal candidates to view and bid on positions prior to external candidate selection.



How is your institution ensuring that all appropriate staff is complying with the mandatory Hiring and Promotion Monitor requirements? Does your institution conduct internal studies or have surveys for monitoring the recruitment of Asian American employees, and have committees that monitor employment or departure of employees from the institution?

Through periodic review and reporting of hiring and promotion of staff.

Illinois Central College is committed to the concept and practice of equal opportunity and affirmative action in all aspects of employment. The College maintains an Affirmative Action Plan written on an annual basis to reaffirm Illinois Central College's continuing commitment to the principles of equal employment opportunity and affirmative action, to increase and ensure the effectiveness of its programs, and to continue to monitor and evaluate the results.

The President, as Chief Executive Officer, has the ultimate responsibility for administration of the College's Affirmative Action Plan, including periodic audits of equal employment opportunity practices, establishment of special programs to supplement affirmative action activities, and guidance in handling specific problems which may arise. The affirmative action progress is reviewed annually with administrative personnel and Board of Trustees.

**This section of the survey will list specific initiatives and focus on what your institution has undertaken to further comply with the State of Illinois Asian American Employment Plan.**

Please describe any strategies that your institution is developing to meet the increasing numbers and need of Asian languages speaking students and public that may want access to your institution.

- A. Early College in both CTE and General Education Programming
- B. Increase the number of Early College opportunities for students in under served dual credit schools
- C. Increase the number of strong start agreements across the school districts served by ICC

In addition, we have ESL and Pre ESL instruction classes.

Does your institution currently have an Asian American Resource Center (AARC)?

No

Does the community college currently employ culturally competent Asian American recruiters enabling them to communicate and interact with parents and students?

No

## Asian American Employment Plan Survey (HB 4510/P.A. 97-0856)

### Fiscal Year 2018

Public Act 97-0856 requires community colleges (and public universities) to annually report to the legislature their progress on efforts to hire and promote Asian American faculty, staff, and bilingual persons at state colleges and universities. This report is required as part of the larger State Asian American Employment Plan to improve the delivery of state services to Asian Americans by increasing the number of Asian American state employees serving in supervisory, technical, professional, and managerial positions.

### Illinois Eastern Community Colleges – District Office

Is your institution an Asian American and Native American Pacific Islander-Serving Institutions Program (AANAPISI) with 10% or more of the students classified as Asian American (and Native American or Pacific Islander) enabling the institution to apply for Title III grants?

No

As of June 30, 2018, provide the number of faculty up for tenure at your institution:

	Total that received tenure	Total that did not receive tenure	Total Asian American faculty that received tenure	Total Asian American faculty that did not receive tenure
Total #	0	1	0	0

As of June 30, 2018, provide the number of faculty that separated or left the community college (retired or resigned):

	Total #
Total faculty that experienced separation from the college	2
Total Asian American faculty that experienced separation from the college	0

What percentage of your community college employees are union?

Less than 50%

Does your institution provide budget allocations specifically for the recruitment of Asian American faculty, administrators, or any level job category?

No

**This section of the survey will list all activities your institution has undertaken that would help in the implementation of the State of Illinois Asian American Employment Plan for Higher Education.**

What steps has your institution undertaken to ensure that Human Resource staff, responsible for hiring, interviewing, recruitment and Equal Employment Opportunity (EEO) are complying with legislative

mandates for the Asian American Employment Plan for Higher Education?

Guidance and review from our legal counsel.

Please provide recommendations for increasing the number of Asian American teaching/administrative staff and any Asian language speaking bilinguals at your institution.

N/A

Does your institution implement employment incentives to attract Asian American employees such as any of the following (please select all that apply):

- None / Not applicable

For Asian American employees not part of the tenure system at your institution are the following initiatives in place to help provide for promotion? If yes, please provide a dot point of the initiative(s).

Employees with career ladder enhancement

No

Self-development training

No

Are there other initiatives in place to help provide for promotion of Asian American employees to report for your institution?

No

How is your institution ensuring that all appropriate staff is complying with the mandatory Hiring and Promotion Monitor requirements? Does your institution conduct internal studies or have surveys for monitoring the recruitment of Asian American employees, and have committees that monitor employment or departure of employees from the institution?

Training from the HR department.

**This section of the survey will list specific initiatives and focus on what your institution has undertaken to further comply with the State of Illinois Asian American Employment Plan.**

Please describe any strategies that your institution is developing to meet the increasing numbers and need of Asian languages speaking students and public that may want access to your institution.

N/A

Does your institution currently have an Asian American Resource Center (AARC)?

No

Does the community college currently employ culturally competent Asian American recruiters enabling them to communicate and interact with parents and students?

N/A

## Asian American Employment Plan Survey (HB 4510/P.A. 97-0856)

### Fiscal Year 2018

Public Act 97-0856 requires community colleges (and public universities) to annually report to the legislature their progress on efforts to hire and promote Asian American faculty, staff, and bilingual persons at state colleges and universities. This report is required as part of the larger State Asian American Employment Plan to improve the delivery of state services to Asian Americans by increasing the number of Asian American state employees serving in supervisory, technical, professional, and managerial positions.

### Illinois Eastern Community Colleges – Frontier Community College

Is your institution an Asian American and Native American Pacific Islander-Serving Institutions Program (AANAPISI) with 10% or more of the students classified as Asian American (and Native American or Pacific Islander) enabling the institution to apply for Title III grants?

No

As of June 30, 2018, provide the number of faculty up for tenure at your institution:

	Total that received tenure	Total that did not receive tenure	Total Asian American faculty that received tenure	Total Asian American faculty that did not receive tenure
Total #	1	2	0	-2

As of June 30, 2018, provide the number of faculty that separated or left the community college (retired or resigned):

	Total #
Total faculty that experienced separation from the college	0
Total Asian American faculty that experienced separation from the college	0

What percentage of your community college employees are union?

Less than 50%

Does your institution provide budget allocations specifically for the recruitment of Asian American faculty, administrators, or any level job category?

No

**This section of the survey will list all activities your institution has undertaken that would help in the implementation of the State of Illinois Asian American Employment Plan for Higher Education.**

What steps has your institution undertaken to ensure that Human Resource staff, responsible for hiring, interviewing, recruitment and Equal Employment Opportunity (EEO) are complying with legislative

mandates for the Asian American Employment Plan for Higher Education?

Guidance and review by our legal counsel.

Please provide recommendations for increasing the number of Asian American teaching/administrative staff and any Asian language speaking bilinguals at your institution.

N/A

Does your institution implement employment incentives to attract Asian American employees such as any of the following (please select all that apply):

- None / Not applicable

For Asian American employees not part of the tenure system at your institution are the following initiatives in place to help provide for promotion? If yes, please provide a dot point of the initiative(s).

Employees with career ladder enhancement

No

Self-development training

No

Are there other initiatives in place to help provide for promotion of Asian American employees to report for your institution?

No

How is your institution ensuring that all appropriate staff is complying with the mandatory Hiring and Promotion Monitor requirements? Does your institution conduct internal studies or have surveys for monitoring the recruitment of Asian American employees, and have committees that monitor employment or departure of employees from the institution?

Training by the HR department.

**This section of the survey will list specific initiatives and focus on what your institution has undertaken to further comply with the State of Illinois Asian American Employment Plan.**

Please describe any strategies that your institution is developing to meet the increasing numbers and need of Asian languages speaking students and public that may want access to your institution.

N/A

Does your institution currently have an Asian American Resource Center (AARC)?

No

Does the community college currently employ culturally competent Asian American recruiters enabling them to communicate and interact with parents and students?

N/A

## Asian American Employment Plan Survey (HB 4510/P.A. 97-0856)

### Fiscal Year 2018

Public Act 97-0856 requires community colleges (and public universities) to annually report to the legislature their progress on efforts to hire and promote Asian American faculty, staff, and bilingual persons at state colleges and universities. This report is required as part of the larger State Asian American Employment Plan to improve the delivery of state services to Asian Americans by increasing the number of Asian American state employees serving in supervisory, technical, professional, and managerial positions.

### Illinois Eastern Community Colleges – Lincoln Trail College

Is your institution an Asian American and Native American Pacific Islander-Serving Institutions Program (AANAPISI) with 10% or more of the students classified as Asian American (and Native American or Pacific Islander) enabling the institution to apply for Title III grants?

No

As of June 30, 2018, provide the number of faculty up for tenure at your institution:

	Total that received tenure	Total that did not receive tenure	Total Asian American faculty that received tenure	Total Asian American faculty that did not receive tenure
Total #	2	2	0	0

As of June 30, 2018, provide the number of faculty that separated or left the community college (retired or resigned):

	Total #
Total faculty that experienced separation from the college	2
Total Asian American faculty that experienced separation from the college	0

What percentage of your community college employees are union?

Less than 50%

Does your institution provide budget allocations specifically for the recruitment of Asian American faculty, administrators, or any level job category?

No

**This section of the survey will list all activities your institution has undertaken that would help in the implementation of the State of Illinois Asian American Employment Plan for Higher Education.**

What steps has your institution undertaken to ensure that Human Resource staff, responsible for hiring, interviewing, recruitment and Equal Employment Opportunity (EEO) are complying with legislative



mandates for the Asian American Employment Plan for Higher Education?

Guidance and review by our legal counsel.

Please provide recommendations for increasing the number of Asian American teaching/administrative staff and any Asian language speaking bilinguals at your institution.

N/A

Does your institution implement employment incentives to attract Asian American employees such as any of the following (please select all that apply):

- None / Not applicable

For Asian American employees not part of the tenure system at your institution are the following initiatives in place to help provide for promotion? If yes, please provide a dot point of the initiative(s).

Employees with career ladder enhancement

No

Self-development training

No

Are there other initiatives in place to help provide for promotion of Asian American employees to report for your institution?

No

How is your institution ensuring that all appropriate staff is complying with the mandatory Hiring and Promotion Monitor requirements? Does your institution conduct internal studies or have surveys for monitoring the recruitment of Asian American employees, and have committees that monitor employment or departure of employees from the institution?

Training by HR department.

**This section of the survey will list specific initiatives and focus on what your institution has undertaken to further comply with the State of Illinois Asian American Employment Plan.**

Please describe any strategies that your institution is developing to meet the increasing numbers and need of Asian languages speaking students and public that may want access to your institution.

N/A

Does your institution currently have an Asian American Resource Center (AARC)?

No

Does the community college currently employ culturally competent Asian American recruiters enabling them to communicate and interact with parents and students?

N/A

## Asian American Employment Plan Survey (HB 4510/P.A. 97-0856)

### Fiscal Year 2018

Public Act 97-0856 requires community colleges (and public universities) to annually report to the legislature their progress on efforts to hire and promote Asian American faculty, staff, and bilingual persons at state colleges and universities. This report is required as part of the larger State Asian American Employment Plan to improve the delivery of state services to Asian Americans by increasing the number of Asian American state employees serving in supervisory, technical, professional, and managerial positions.

### Illinois Eastern Community Colleges – Olney Central College

Is your institution an Asian American and Native American Pacific Islander-Serving Institutions Program (AANAPISI) with 10% or more of the students classified as Asian American (and Native American or Pacific Islander) enabling the institution to apply for Title III grants?

No

As of June 30, 2018, provide the number of faculty up for tenure at your institution:

	Total that received tenure	Total that did not receive tenure	Total Asian American faculty that received tenure	Total Asian American faculty that did not receive tenure
Total #	2	3	0	0

As of June 30, 2018, provide the number of faculty that separated or left the community college (retired or resigned):

	Total #
Total faculty that experienced separation from the college	2
Total Asian American faculty that experienced separation from the college	0

What percentage of your community college employees are union?

Less than 50%

Does your institution provide budget allocations specifically for the recruitment of Asian American faculty, administrators, or any level job category?

No

**This section of the survey will list all activities your institution has undertaken that would help in the implementation of the State of Illinois Asian American Employment Plan for Higher Education.**

What steps has your institution undertaken to ensure that Human Resource staff, responsible for hiring, interviewing, recruitment and Equal Employment Opportunity (EEO) are complying with legislative

mandates for the Asian American Employment Plan for Higher Education?

Guidance and review by our legal counsel.

Please provide recommendations for increasing the number of Asian American teaching/administrative staff and any Asian language speaking bilinguals at your institution.

N/A

Does your institution implement employment incentives to attract Asian American employees such as any of the following (please select all that apply):

- None / Not applicable

For Asian American employees not part of the tenure system at your institution are the following initiatives in place to help provide for promotion? If yes, please provide a dot point of the initiative(s).

Employees with career ladder enhancement

No

Self-development training

No

Are there other initiatives in place to help provide for promotion of Asian American employees to report for your institution?

No

How is your institution ensuring that all appropriate staff is complying with the mandatory Hiring and Promotion Monitor requirements? Does your institution conduct internal studies or have surveys for monitoring the recruitment of Asian American employees, and have committees that monitor employment or departure of employees from the institution?

Training by HR department.

**This section of the survey will list specific initiatives and focus on what your institution has undertaken to further comply with the State of Illinois Asian American Employment Plan.**

Please describe any strategies that your institution is developing to meet the increasing numbers and need of Asian languages speaking students and public that may want access to your institution.

N/A

Does your institution currently have an Asian American Resource Center (AARC)?

No

Does the community college currently employ culturally competent Asian American recruiters enabling them to communicate and interact with parents and students?

N/A

## Asian American Employment Plan Survey (HB 4510/P.A. 97-0856)

### Fiscal Year 2018

Public Act 97-0856 requires community colleges (and public universities) to annually report to the legislature their progress on efforts to hire and promote Asian American faculty, staff, and bilingual persons at state colleges and universities. This report is required as part of the larger State Asian American Employment Plan to improve the delivery of state services to Asian Americans by increasing the number of Asian American state employees serving in supervisory, technical, professional, and managerial positions.

### Illinois Eastern Community Colleges – Wabash Valley College

Is your institution an Asian American and Native American Pacific Islander-Serving Institutions Program (AANAPISI) with 10% or more of the students classified as Asian American (and Native American or Pacific Islander) enabling the institution to apply for Title III grants?

No

As of June 30, 2018, provide the number of faculty up for tenure at your institution:

	Total that received tenure	Total that did not receive tenure	Total Asian American faculty that received tenure	Total Asian American faculty that did not receive tenure
Total #	0	3	0	0

As of June 30, 2018, provide the number of faculty that separated or left the community college (retired or resigned):

	Total #
Total faculty that experienced separation from the college	2
Total Asian American faculty that experienced separation from the college	0

What percentage of your community college employees are union?

Less than 50%

Does your institution provide budget allocations specifically for the recruitment of Asian American faculty, administrators, or any level job category?

No

**This section of the survey will list all activities your institution has undertaken that would help in the implementation of the State of Illinois Asian American Employment Plan for Higher Education.**

What steps has your institution undertaken to ensure that Human Resource staff, responsible for hiring, interviewing, recruitment and Equal Employment Opportunity (EEO) are complying with legislative

mandates for the Asian American Employment Plan for Higher Education?

Guidance and review from our legal counsel.

Please provide recommendations for increasing the number of Asian American teaching/administrative staff and any Asian language speaking bilinguals at your institution.

N/A

Does your institution implement employment incentives to attract Asian American employees such as any of the following (please select all that apply):

- None / Not applicable

For Asian American employees not part of the tenure system at your institution are the following initiatives in place to help provide for promotion? If yes, please provide a dot point of the initiative(s).

Employees with career ladder enhancement

No

Self-development training

No

Are there other initiatives in place to help provide for promotion of Asian American employees to report for your institution?

No

How is your institution ensuring that all appropriate staff is complying with the mandatory Hiring and Promotion Monitor requirements? Does your institution conduct internal studies or have surveys for monitoring the recruitment of Asian American employees, and have committees that monitor employment or departure of employees from the institution?

Training by our HR department.

**This section of the survey will list specific initiatives and focus on what your institution has undertaken to further comply with the State of Illinois Asian American Employment Plan.**

Please describe any strategies that your institution is developing to meet the increasing numbers and need of Asian languages speaking students and public that may want access to your institution.

N/A

Does your institution currently have an Asian American Resource Center (AARC)?

No

Does the community college currently employ culturally competent Asian American recruiters enabling them to communicate and interact with parents and students?

N/A



## Asian American Employment Plan Survey (HB 4510/P.A. 97-0856)

### Fiscal Year 2018

Public Act 97-0856 requires community colleges (and public universities) to annually report to the legislature their progress on efforts to hire and promote Asian American faculty, staff, and bilingual persons at state colleges and universities. This report is required as part of the larger State Asian American Employment Plan to improve the delivery of state services to Asian Americans by increasing the number of Asian American state employees serving in supervisory, technical, professional, and managerial positions.

### Illinois Valley Community College

Is your institution an Asian American and Native American Pacific Islander-Serving Institutions Program (AANAPISI) with 10% or more of the students classified as Asian American (and Native American or Pacific Islander) enabling the institution to apply for Title III grants?

No

As of June 30, 2018, provide the number of faculty up for tenure at your institution:

	Total that received tenure	Total that did not receive tenure	Total Asian American faculty that received tenure	Total Asian American faculty that did not receive tenure
Total #	1	0	0	0

As of June 30, 2018, provide the number of faculty that separated or left the community college (retired or resigned):

	Total #
Total faculty that experienced separation from the college	15
Total Asian American faculty that experienced separation from the college	0

What percentage of your community college employees are union?

Less than 50%

Does your institution provide budget allocations specifically for the recruitment of Asian American faculty, administrators, or any level job category?

No

**This section of the survey will list all activities your institution has undertaken that would help in the implementation of the State of Illinois Asian American Employment Plan for Higher Education.**

What steps has your institution undertaken to ensure that Human Resource staff, responsible for hiring, interviewing, recruitment and Equal Employment Opportunity (EEO) are complying with legislative

mandates for the Asian American Employment Plan for Higher Education?

All search committee's receive training prior to serving on the committee whether in a hiring or recommendation capacity. In this training, the institutions commitment statements towards affirmative action, EEO, diversity and inclusion are discussed.

Please provide recommendations for increasing the number of Asian American teaching/administrative staff and any Asian language speaking bilinguals at your institution.

IVCC's Board of Trustees has adopted an Affirmation Action Policy. The Equal Employment Opportunity statement is incorporated in the following publications and forms: Leases, purchase orders, contracts, college catalog, faculty handbook, employee guidebook and all job postings.

Does your institution implement employment incentives to attract Asian American employees such as any of the following (please select all that apply):

- Mentorship of a new Asian American Faculty

For Asian American employees not part of the tenure system at your institution are the following initiatives in place to help provide for promotion? If yes, please provide a dot point of the initiative(s).

Employees with career ladder enhancement

No

Self-development training

Yes

Please provide a dot point description of the (self-development training) initiative. (NOTE: THIS ITEM ONLY REQUIRES A RESPONSE IF THE PREVIOUS ITEM WAS MARKED "YES".)

Tuition waiver, continuing education classes, job shadow program, faculty development day, workshops, and support staff development day

Are there other initiatives in place to help provide for promotion of Asian American employees to report for your institution?

No

How is your institution ensuring that all appropriate staff is complying with the mandatory Hiring and Promotion Monitor requirements? Does your institution conduct internal studies or have surveys for monitoring the recruitment of Asian American employees, and have committees that monitor employment or departure of employees from the institution?

All job postings adhere to a strict process in which HR instructs and reviews all committee processes to ensure that all populations are fairly represented.

**This section of the survey will list specific initiatives and focus on what your institution has undertaken to further comply with the State of Illinois Asian American Employment Plan.**

Please describe any strategies that your institution is developing to meet the increasing numbers and need of Asian languages speaking students and public that may want access to your institution.

Due to the low percentage of workforce populations within the area there are currently no initiatives.

Does your institution currently have an Asian American Resource Center (AARC)?

No

Does the community college currently employ culturally competent Asian American recruiters enabling them to communicate and interact with parents and students?

No

## Asian American Employment Plan Survey (HB 4510/P.A. 97-0856)

### Fiscal Year 2018

Public Act 97-0856 requires community colleges (and public universities) to annually report to the legislature their progress on efforts to hire and promote Asian American faculty, staff, and bilingual persons at state colleges and universities. This report is required as part of the larger State Asian American Employment Plan to improve the delivery of state services to Asian Americans by increasing the number of Asian American state employees serving in supervisory, technical, professional, and managerial positions.

### John A. Logan College

Is your institution an Asian American and Native American Pacific Islander-Serving Institutions Program (AANAPISI) with 10% or more of the students classified as Asian American (and Native American or Pacific Islander) enabling the institution to apply for Title III grants?

No

As of June 30, 2018, provide the number of faculty up for tenure at your institution:

	Total that received tenure	Total that did not receive tenure	Total Asian American faculty that received tenure	Total Asian American faculty that did not receive tenure
Total #	3	0	0	0

As of June 30, 2018, provide the number of faculty that separated or left the community college (retired or resigned):

	Total #
Total faculty that experienced separation from the college	4
Total Asian American faculty that experienced separation from the college	0

What percentage of your community college employees are union?

More than 50%

Does your institution provide budget allocations specifically for the recruitment of Asian American faculty, administrators, or any level job category?

No

**This section of the survey will list all activities your institution has undertaken that would help in the implementation of the State of Illinois Asian American Employment Plan for Higher Education.**

What steps has your institution undertaken to ensure that Human Resource staff, responsible for hiring, interviewing, recruitment and Equal Employment Opportunity (EEO) are complying with legislative

mandates for the Asian American Employment Plan for Higher Education?

The College received national recognition for its Affirmative Action Plan. The Office of Federal Contract Compliance has sought permission to use John A. Logan College's AA Plan as a template to share nation-wide. The College AA Plan list in detail the continuing efforts the college addresses to meet legislative mandates.

Please provide recommendations for increasing the number of Asian American teaching/administrative staff and any Asian language speaking bilinguals at your institution.

The College continues to work with the local community and Southern Illinois University to increase the number of qualified minority applicant at John A. Logan College. The College employees a stand-alone diversity and inclusive officer that hosts events and promotes minority activities on campus. In detail, the College Affirmative Action Plan lists the steps taken to increase minority staff. The AAP can be provided upon request.

Does your institution implement employment incentives to attract Asian American employees such as any of the following (please select all that apply):

- None / Not applicable

For Asian American employees not part of the tenure system at your institution are the following initiatives in place to help provide for promotion? If yes, please provide a dot point of the initiative(s).

Employees with career ladder enhancement

No

Self-development training

Yes

Please provide a dot point description of the (self-development training) initiative. (NOTE: THIS ITEM ONLY REQUIRES A RESPONSE IF THE PREVIOUS ITEM WAS MARKED "YES".)

The College allocates dollars for professional development funds for all labor groups

Are there other initiatives in place to help provide for promotion of Asian American employees to report for your institution?

No

How is your institution ensuring that all appropriate staff is complying with the mandatory Hiring and Promotion Monitor requirements? Does your institution conduct internal studies or have surveys for monitoring the recruitment of Asian American employees, and have committees that monitor employment or departure of employees from the institution?

The College frequently meets with legal counsel to ensure policies and procedures are in alignment with state and federal mandates. The College was recognized by the EEOC as an equal opportunity employer.

**This section of the survey will list specific initiatives and focus on what your institution has undertaken to further comply with the State of Illinois Asian American Employment Plan.**

Please describe any strategies that your institution is developing to meet the increasing numbers and need

of Asian languages speaking students and public that may want access to your institution.

The College offers a new program for minority candidates that pays for specialized training in return for a commitment to work a Logan for at fixed period of time or reimburse the institution for funds expended

Does your institution currently have an Asian American Resource Center (AARC)?

Yes

If the previous response indicated the institution has an Asian American Resource Center (AARC) does the center have a Director or Coordinator that can help address the needs of Asian American students? (NOTE: THIS ITEM ONLY ACCEPTS A RESPONSE IF THE PREVIOUS ITEM WAS MARKED "YES". IF THE PREVIOUS ITEM WAS MARKED "NO", RESPONSE OPTIONS ARE VISIBLE, BUT CAN'T BE SELECTED.)

Yes

For institutions with an AARC and a Director or Coordinator for that AARC please provide a YES/NO response to the following questions regarding the AARC Director/Coordinator. (NOTE: THIS ITEM ONLY ACCEPTS RESPONSES IF THE PREVIOUS ITEM WAS MARKED "YES". IF THE PREVIOUS ITEM WAS MARKED "NO", RESPONSE OPTIONS ARE VISIBLE, BUT CAN'T BE SELECTED.)

Is the center Director/Coordinator Asian American?	NO
Is the center Director/Coordinator fluent in any of the Asian languages or dialects?	NO
Does the center Director/Coordinator assist in the recruitment of Asian American students?	YES

Does the community college currently employ culturally competent Asian American recruiters enabling them to communicate and interact with parents and students?

Yes

How much time are Asian American recruiters utilized to address the needs of Asian American students or their parents in their native language? NOTE: THIS ITEM ONLY REQUIRES RESPONSE IF THE PREVIOUS QUESTION RECEIVED A "YES" RESPONSE

Quarter-Time

## Asian American Employment Plan Survey (HB 4510/P.A. 97-0856)

### Fiscal Year 2018

Public Act 97-0856 requires community colleges (and public universities) to annually report to the legislature their progress on efforts to hire and promote Asian American faculty, staff, and bilingual persons at state colleges and universities. This report is required as part of the larger State Asian American Employment Plan to improve the delivery of state services to Asian Americans by increasing the number of Asian American state employees serving in supervisory, technical, professional, and managerial positions.

### John Wood Community College

Is your institution an Asian American and Native American Pacific Islander-Serving Institutions Program (AANAPISI) with 10% or more of the students classified as Asian American (and Native American or Pacific Islander) enabling the institution to apply for Title III grants?

No

As of June 30, 2018, provide the number of faculty up for tenure at your institution:

	Total that received tenure	Total that did not receive tenure	Total Asian American faculty that received tenure	Total Asian American faculty that did not receive tenure
Total #	0	0	0	0

As of June 30, 2018, provide the number of faculty that separated or left the community college (retired or resigned):

	Total #
Total faculty that experienced separation from the college	1
Total Asian American faculty that experienced separation from the college	0

What percentage of your community college employees are union?

Less than 50%

Does your institution provide budget allocations specifically for the recruitment of Asian American faculty, administrators, or any level job category?

No

**This section of the survey will list all activities your institution has undertaken that would help in the implementation of the State of Illinois Asian American Employment Plan for Higher Education.**

What steps has your institution undertaken to ensure that Human Resource staff, responsible for hiring, interviewing, recruitment and Equal Employment Opportunity (EEO) are complying with legislative

mandates for the Asian American Employment Plan for Higher Education?

- A voluntary EEO form is mailed to each applicant. For those who return the form and indicate that he or she is in a protected class, and if not selected for interview or hire by the interview committee, the HR representatives require specific reasons as to what the reasons were to ensure all reasons are qualifications-related.
- An HR representative is present during the selection process to ensure compliance with EEO standards.
- Additionally, all employees who are part of the interview committee or selection process are provided with information and training regarding a selection based on qualifications and not personal appearance, beliefs, race or ethnicity.

Please provide recommendations for increasing the number of Asian American teaching/administrative staff and any Asian language speaking bilinguals at your institution.

- Suggest professional and personal connections with outside sources and people talk about the college being a good workplace and applying for positions.
- HR will review returned EEO forms and suggest to search committees that some applicants might be interviewed based on merit, without noting the applicants are Asian American.

Does your institution implement employment incentives to attract Asian American employees such as any of the following (please select all that apply):

- None / Not applicable

For Asian American employees not part of the tenure system at your institution are the following initiatives in place to help provide for promotion? If yes, please provide a dot point of the initiative(s).

Employees with career ladder enhancement

Yes

Please provide a dot point description of the (career ladder) initiative. (NOTE: THIS ITEM ONLY REQUIRES A RESPONSE IF THE PREVIOUS ITEM WAS MARKED "YES".)

- Qualified associate faculty may apply for full-time faculty positions when available. Full-time faculty are on a tenure track.
- Employees are encouraged to apply for any open positions they are qualified for.

Self-development training

Yes

Please provide a dot point description of the (self-development training) initiative. (NOTE: THIS ITEM ONLY REQUIRES A RESPONSE IF THE PREVIOUS ITEM WAS MARKED "YES".)

- Regular employees and associate faculty may participate in related training held for employees and can participate in tuition waivers for JWCC classes.
- Faculty and associate faculty can participate in Faculty Senate.

Are there other initiatives in place to help provide for promotion of Asian American employees to report for your institution?

Yes

Please provide additional information regarding related initiatives to help provide for promotion of Asian American employees. (NOTE: THIS ITEM ONLY REQUIRES A RESPONSE IF THE PREVIOUS



ITEM WAS MARKED "YES".)

- All employees are encouraged to apply for any open positions, although some positions may be unlikely due to qualifications of education and experience.

How is your institution ensuring that all appropriate staff is complying with the mandatory Hiring and Promotion Monitor requirements? Does your institution conduct internal studies or have surveys for monitoring the recruitment of Asian American employees, and have committees that monitor employment or departure of employees from the institution?

- HR oversees all hiring and promotion interview and selection processes.
- HR ensures EEO standards are followed.

**This section of the survey will list specific initiatives and focus on what your institution has undertaken to further comply with the State of Illinois Asian American Employment Plan.**

Please describe any strategies that your institution is developing to meet the increasing numbers and need of Asian languages speaking students and public that may want access to your institution.

- JWCC does not currently have increasing numbers or need of Asian American students and public accessing the institution.
- A plan will be developed when there is an increase.
- JWCC currently has an English as a Second Language program for any interested students or public.
- All services and activities are available all students and public regardless of their race or ethnicity.

Does your institution currently have an Asian American Resource Center (AARC)?

No

Does the community college currently employ culturally competent Asian American recruiters enabling them to communicate and interact with parents and students?

No

## Asian American Employment Plan Survey (HB 4510/P.A. 97-0856)

### Fiscal Year 2018

Public Act 97-0856 requires community colleges (and public universities) to annually report to the legislature their progress on efforts to hire and promote Asian American faculty, staff, and bilingual persons at state colleges and universities. This report is required as part of the larger State Asian American Employment Plan to improve the delivery of state services to Asian Americans by increasing the number of Asian American state employees serving in supervisory, technical, professional, and managerial positions.

### Joliet Junior College

Is your institution an Asian American and Native American Pacific Islander-Serving Institutions Program (AANAPISI) with 10% or more of the students classified as Asian American (and Native American or Pacific Islander) enabling the institution to apply for Title III grants?

No

As of June 30, 2018, provide the number of faculty up for tenure at your institution:

	Total that received tenure	Total that did not receive tenure	Total Asian American faculty that received tenure	Total Asian American faculty that did not receive tenure
Total #	11	0	0	0

As of June 30, 2018, provide the number of faculty that separated or left the community college (retired or resigned):

	Total #
Total faculty that experienced separation from the college	0
Total Asian American faculty that experienced separation from the college	0

What percentage of your community college employees are union?

More than 50%

Does your institution provide budget allocations specifically for the recruitment of Asian American faculty, administrators, or any level job category?

No

**This section of the survey will list all activities your institution has undertaken that would help in the implementation of the State of Illinois Asian American Employment Plan for Higher Education.**

What steps has your institution undertaken to ensure that Human Resource staff, responsible for hiring, interviewing, recruitment and Equal Employment Opportunity (EEO) are complying with legislative

## mandates for the Asian American Employment Plan for Higher Education?

The college has prepared a written inclusion/diversity plan which is available and shared with hiring managers and HR personnel. Human Resources (HR) staff train search committee members and college employees on employment law and institutional employment policies concerning equal employment opportunity. HR staff train employees on acceptable and legal hiring practices including interviewing, testing and diversity and inclusion

## Please provide recommendations for increasing the number of Asian American teaching/administrative staff and any Asian language speaking bilinguals at your institution.

HR staff, as well as administrators and other hiring personnel receive "search committee" training prior to serving in a hiring (or recommendations ) capacity. In this training, the college's commitment statements towards affirmative action, EEO, diversity and inclusion are discussed. As a hiring manager is preparing for a search, they consult with the HR Employment Coordinator who will assist in establishing the recruitment and/or advertising plan. The college has implemented very consistent evaluation tools such as a screening matrix and train the hiring personnel how to appropriately use the tools. If there are instances where the integrity of the search is compromised in any manner the search may be extended, candidate may be re-examined or the search may be canceled.

Additionally, the college has prepared a written inclusion/diversity plan which is available and shared with hiring managers and HR personnel.

## Does your institution implement employment incentives to attract Asian American employees such as any of the following (please select all that apply):

- None / Not applicable

## For Asian American employees not part of the tenure system at your institution are the following initiatives in place to help provide for promotion? If yes, please provide a dot point of the initiative(s).

### Employees with career ladder enhancement

No

### Self-development training

No

## Are there other initiatives in place to help provide for promotion of Asian American employees to report for your institution?

No

## Please provide additional information regarding related initiatives to help provide for promotion of Asian American employees . (NOTE: THIS ITEM ONLY REQUIRES A RESPONSE IF THE PREVIOUS ITEM WAS MARKED "YES".)

The college has prepared a written inclusion/diversity plan which is available and shared with hiring managers and HR personnel.

## How is your institution ensuring that all appropriate staff is complying with the mandatory Hiring and Promotion Monitor requirements? Does your institution conduct internal studies or have surveys for monitoring the recruitment of Asian American employees, and have committees that monitor employment or departure of employees from the institution?

The college continues to implement a 3-year Strategic Enrollment Management (SEM) Plan, Momentum 2020, to

meet the growing needs of our diverse student population. This plan includes initiatives to increase and strengthen student enrollment, retention, completion and success through Guided Pathways, Hispanic Serving Institution, College and Career Readiness, Technology, and Personal and Professional Development.

- JJC offers a designated department, Office of Multicultural Student Affairs (OMSA), and staff members to provide support for underrepresented students. OMSA provides outreach, academic guidance, cultural resources, and leadership opportunities to enhance the educational experience and facilitate the academic and personal growth of underrepresented students. OMSA seeks to increase enrollment and ensure optimal academic success, retention and graduation of underrepresented groups.

**This section of the survey will list specific initiatives and focus on what your institution has undertaken to further comply with the State of Illinois Asian American Employment Plan.**

Please describe any strategies that your institution is developing to meet the increasing numbers and need of Asian languages speaking students and public that may want access to your institution.

JJC hosts an annual Latino Empowerment Conference and African American Teen Summit to introduce high school African American and Latino students to higher education and programs & services offered at JJC.

- JJC coordinates scholarship and financial aid workshops for prospective and current students.
- JJC hosted a campus-wide diversity dialog about the trends impacting diverse students' academic success.
- JJC offers a program, Project Success, which is geared for first-generation minority college students who are unfamiliar with the overall college process, but who have the desire and motivation to continue with a college education. The participants (high schools seniors) receive early entry to JJC followed by support by a faculty/staff or peer member who guides them during the college experience.
- JJC recognizes and celebrates Multicultural Months (e.g., Black History Month, Asian American Month, etc.) as a college community.

Does your institution currently have an Asian American Resource Center (AARC)?

No

For institutions with an AARC and a Director or Coordinator for that AARC please provide a YES/NO response to the following questions regarding the AARC Director/Coordinator. (NOTE: THIS ITEM ONLY ACCEPTS RESPONSES IF THE PREVIOUS ITEM WAS MARKED "YES". IF THE PREVIOUS ITEM WAS MARKED "NO", RESPONSE OPTIONS ARE VISIBLE, BUT CAN'T BE SELECTED.)

Is the center Director/Coordinator Asian American?	NO
Is the center Director/Coordinator fluent in any of the Asian languages or dialects?	YES
Does the center Director/Coordinator assist in the recruitment of Asian American students?	YES

Does the community college currently employ culturally competent Asian American recruiters enabling them to communicate and interact with parents and students?

Yes

How much time are Asian American recruiters utilized to address the needs of Asian American students or their parents in their native language? NOTE: THIS ITEM ONLY REQUIRES RESPONSE IF THE PREVIOUS QUESTION RECEIVED A "YES" RESPONSE

Quarter-Time

## Asian American Employment Plan Survey (HB 4510/P.A. 97-0856)

### Fiscal Year 2018

Public Act 97-0856 requires community colleges (and public universities) to annually report to the legislature their progress on efforts to hire and promote Asian American faculty, staff, and bilingual persons at state colleges and universities. This report is required as part of the larger State Asian American Employment Plan to improve the delivery of state services to Asian Americans by increasing the number of Asian American state employees serving in supervisory, technical, professional, and managerial positions.

### Kankakee Community College

Is your institution an Asian American and Native American Pacific Islander-Serving Institutions Program (AANAPISI) with 10% or more of the students classified as Asian American (and Native American or Pacific Islander) enabling the institution to apply for Title III grants?

No

As of June 30, 2018, provide the number of faculty up for tenure at your institution:

	Total that received tenure	Total that did not receive tenure	Total Asian American faculty that received tenure	Total Asian American faculty that did not receive tenure
Total #	2	0	0	0

As of June 30, 2018, provide the number of faculty that separated or left the community college (retired or resigned):

	Total #
Total faculty that experienced separation from the college	5
Total Asian American faculty that experienced separation from the college	0

What percentage of your community college employees are union?

Less than 50%

Does your institution provide budget allocations specifically for the recruitment of Asian American faculty, administrators, or any level job category?

No

**This section of the survey will list all activities your institution has undertaken that would help in the implementation of the State of Illinois Asian American Employment Plan for Higher Education.**

What steps has your institution undertaken to ensure that Human Resource staff, responsible for hiring, interviewing, recruitment and Equal Employment Opportunity (EEO) are complying with legislative

mandates for the Asian American Employment Plan for Higher Education?

HR oversees the screening and hiring process for all staff and faculty in order to maintain fairness & consistency in the process. Each screening committee is trained in the process and is required to sign a confidentiality agreement. HR tracks the applicant pool using NEOGOV at each step of the screening process to ensure that a diverse pool of qualified applicants (gender and ethnicity) is considered before interviews are scheduled.

Please provide recommendations for increasing the number of Asian American teaching/administrative staff and any Asian language speaking bilinguals at your institution.

KCC maintains ties with the local Asian community. These activities mainly consist of having an alliance with local politicians and community and religious leaders.

Does your institution implement employment incentives to attract Asian American employees such as any of the following (please select all that apply):

- Community Linkages
- Mentorship of a new Asian American Faculty
- Staff Employment Recruitment Plan

For Asian American employees not part of the tenure system at your institution are the following initiatives in place to help provide for promotion? If yes, please provide a dot point of the initiative(s).

Employees with career ladder enhancement

No

Self-development training

No

Are there other initiatives in place to help provide for promotion of Asian American employees to report for your institution?

No

How is your institution ensuring that all appropriate staff is complying with the mandatory Hiring and Promotion Monitor requirements? Does your institution conduct internal studies or have surveys for monitoring the recruitment of Asian American employees, and have committees that monitor employment or departure of employees from the institution?

HR oversees a structured hiring & promotion process, as well as conducts exit interviews with each departing employee.

**This section of the survey will list specific initiatives and focus on what your institution has undertaken to further comply with the State of Illinois Asian American Employment Plan.**

Please describe any strategies that your institution is developing to meet the increasing numbers and need of Asian languages speaking students and public that may want access to your institution.

KCC will continue to maintain ties with the local Asian American community to recruit qualified candidates for employment.

Does your institution currently have an Asian American Resource Center (AARC)?

No

For institutions with an AARC and a Director or Coordinator for that AARC please provide a YES/NO response to the following questions regarding the AARC Director/Coordinator. (NOTE: THIS ITEM ONLY ACCEPTS RESPONSES IF THE PREVIOUS ITEM WAS MARKED "YES". IF THE PREVIOUS ITEM WAS MARKED "NO", RESPONSE OPTIONS ARE VISIBLE, BUT CAN'T BE SELECTED.)

Is the center Director/Coordinator Asian American?	NO
Is the center Director/Coordinator fluent in any of the Asian languages or dialects?	NO
Does the center Director/Coordinator assist in the recruitment of Asian American students?	NO

Does the community college currently employ culturally competent Asian American recruiters enabling them to communicate and interact with parents and students?

No

## Asian American Employment Plan Survey (HB 4510/P.A. 97-0856)

### Fiscal Year 2018

Public Act 97-0856 requires community colleges (and public universities) to annually report to the legislature their progress on efforts to hire and promote Asian American faculty, staff, and bilingual persons at state colleges and universities. This report is required as part of the larger State Asian American Employment Plan to improve the delivery of state services to Asian Americans by increasing the number of Asian American state employees serving in supervisory, technical, professional, and managerial positions.

### Kaskaskia College

Is your institution an Asian American and Native American Pacific Islander-Serving Institutions Program (AANAPISI) with 10% or more of the students classified as Asian American (and Native American or Pacific Islander) enabling the institution to apply for Title III grants?

No

As of June 30, 2018, provide the number of faculty up for tenure at your institution:

	Total that received tenure	Total that did not receive tenure	Total Asian American faculty that received tenure	Total Asian American faculty that did not receive tenure
Total #	2	0	0	0

As of June 30, 2018, provide the number of faculty that separated or left the community college (retired or resigned):

	Total #
Total faculty that experienced separation from the college	4
Total Asian American faculty that experienced separation from the college	0

What percentage of your community college employees are union?

Less than 50%

Does your institution provide budget allocations specifically for the recruitment of Asian American faculty, administrators, or any level job category?

No

**This section of the survey will list all activities your institution has undertaken that would help in the implementation of the State of Illinois Asian American Employment Plan for Higher Education.**

What steps has your institution undertaken to ensure that Human Resource staff, responsible for hiring, interviewing, recruitment and Equal Employment Opportunity (EEO) are complying with legislative



mandates for the Asian American Employment Plan for Higher Education?

Hiring for regular full time and part-time positions is done by diverse search committees with training by the HR Office. Professional growth and development training covers diversity issues

Please provide recommendations for increasing the number of Asian American teaching/administrative staff and any Asian language speaking bilinguals at your institution.

While we are a rural college and do still have a need to advertise in local newspapers the College has expanded recruiting to expand our candidate pool and be more effective with diversity hiring. As newspaper readership has declined and minority candidates utilize newspapers less than Caucasian readers, the College has utilized other resources such as using Indeed.com, posting vacancies on the College web site, on bulletin boards at the college and distributing to community partners. Additional, this fiscal year the College is starting to utilize the Illinois Job Network. This resource is a widely used resource for unemployed Illinois job seekers. Unemployment is highest with diverse candidates so this should further enhance our diversity recruiting efforts.

Does your institution implement employment incentives to attract Asian American employees such as any of the following (please select all that apply):

- None / Not applicable

For Asian American employees not part of the tenure system at your institution are the following initiatives in place to help provide for promotion? If yes, please provide a dot point of the initiative(s).

Employees with career ladder enhancement

No

Self-development training

No

Are there other initiatives in place to help provide for promotion of Asian American employees to report for your institution?

No

How is your institution ensuring that all appropriate staff is complying with the mandatory Hiring and Promotion Monitor requirements? Does your institution conduct internal studies or have surveys for monitoring the recruitment of Asian American employees, and have committees that monitor employment or departure of employees from the institution?

The hiring process is overseen by the HR department.

**This section of the survey will list specific initiatives and focus on what your institution has undertaken to further comply with the State of Illinois Asian American Employment Plan.**

Please describe any strategies that your institution is developing to meet the increasing numbers and need of Asian languages speaking students and public that may want access to your institution.

N/A

Does your institution currently have an Asian American Resource Center (AARC)?

No

For institutions with an AARC and a Director or Coordinator for that AARC please provide a YES/NO response to the following questions regarding the AARC Director/Coordinator. (NOTE: THIS ITEM ONLY ACCEPTS RESPONSES IF THE PREVIOUS ITEM WAS MARKED "YES". IF THE PREVIOUS ITEM WAS MARKED "NO", RESPONSE OPTIONS ARE VISIBLE, BUT CAN'T BE SELECTED.)

Is the center Director/Coordinator Asian American?	NO
Is the center Director/Coordinator fluent in any of the Asian languages or dialects?	NO
Does the center Director/Coordinator assist in the recruitment of Asian American students?	NO

Does the community college currently employ culturally competent Asian American recruiters enabling them to communicate and interact with parents and students?

N/A

## Asian American Employment Plan Survey (HB 4510/P.A. 97-0856)

### Fiscal Year 2018

Public Act 97-0856 requires community colleges (and public universities) to annually report to the legislature their progress on efforts to hire and promote Asian American faculty, staff, and bilingual persons at state colleges and universities. This report is required as part of the larger State Asian American Employment Plan to improve the delivery of state services to Asian Americans by increasing the number of Asian American state employees serving in supervisory, technical, professional, and managerial positions.

### Kishwaukee College

Is your institution an Asian American and Native American Pacific Islander-Serving Institutions Program (AANAPISI) with 10% or more of the students classified as Asian American (and Native American or Pacific Islander) enabling the institution to apply for Title III grants?

No

As of June 30, 2018, provide the number of faculty up for tenure at your institution:

	Total that received tenure	Total that did not receive tenure	Total Asian American faculty that received tenure	Total Asian American faculty that did not receive tenure
Total #	4	0	0	0

As of June 30, 2018, provide the number of faculty that separated or left the community college (retired or resigned):

	Total #
Total faculty that experienced separation from the college	3
Total Asian American faculty that experienced separation from the college	0

What percentage of your community college employees are union?

More than 50%

Does your institution provide budget allocations specifically for the recruitment of Asian American faculty, administrators, or any level job category?

No

**This section of the survey will list all activities your institution has undertaken that would help in the implementation of the State of Illinois Asian American Employment Plan for Higher Education.**

What steps has your institution undertaken to ensure that Human Resource staff, responsible for hiring, interviewing, recruitment and Equal Employment Opportunity (EEO) are complying with legislative

### mandates for the Asian American Employment Plan for Higher Education?

The college is not subject to the legislative mandate of the plan, however, the College follows EEOC, state and local laws and actively seeks to employ underrepresented groups, including Asian Americans. The College encourages minority representation on search committees and uses enhanced mediums to attract minority applications. There is continuous human resources involvement during the recruitment and hiring process to ensure compliance. The College is committed to diversity, equity and inclusion.

### Please provide recommendations for increasing the number of Asian American teaching/administrative staff and any Asian language speaking bilinguals at your institution.

The College consistently utilizes publications, job fairs, and job boards that appeal to a diverse audience of candidates. We conduct searches for Asian American applicants and clearly communicate our commitment to affirmative action and employment goals to search committees.

### Does your institution implement employment incentives to attract Asian American employees such as any of the following (please select all that apply):

- Community Linkages
- Mentorship of a new Asian American Faculty
- Staff Employment Recruitment Plan

### For Asian American employees not part of the tenure system at your institution are the following initiatives in place to help provide for promotion? If yes, please provide a dot point of the initiative(s).

#### Employees with career ladder enhancement

No

#### Self-development training

Yes

### Please provide a dot point description of the (self-development training) initiative. (NOTE: THIS ITEM ONLY REQUIRES A RESPONSE IF THE PREVIOUS ITEM WAS MARKED "YES".)

The College has developed an Employee Leadership program and a supervisors forum. The College has a Teaching and Learning Center for training and development courses where faculty and staff may self-enroll. There is a budget for staff development.

### Are there other initiatives in place to help provide for promotion of Asian American employees to report for your institution?

Yes

### Please provide additional information regarding related initiatives to help provide for promotion of Asian American employees . (NOTE: THIS ITEM ONLY REQUIRES A RESPONSE IF THE PREVIOUS ITEM WAS MARKED "YES".)

We ask employees to state their career goals during their yearly evaluation to help us recognize employees seeking additional opportunities. We offer tuition reimbursement for employees wishing to further their professional goals and opportunities.

### How is your institution ensuring that all appropriate staff is complying with the mandatory Hiring and Promotion Monitor requirements? Does your institution conduct internal studies or have surveys for monitoring the recruitment of Asian American employees, and have committees that monitor employment

or departure of employees from the institution?

Hiring committees are required to complete training prior to serving on search committees. Human Resources meets with new committee members and reviews questions and interview techniques with the committee and supervisors.

**This section of the survey will list specific initiatives and focus on what your institution has undertaken to further comply with the State of Illinois Asian American Employment Plan.**

Please describe any strategies that your institution is developing to meet the increasing numbers and need of Asian languages speaking students and public that may want access to your institution.

College wide diversity awareness. Diversity and inclusion are topics for discussion in our staff development sessions. We have individuals on our staff spending time in the Learning Skills Center as ESL Specialists that are able to speak French. We engage in community outreach.

Does your institution currently have an Asian American Resource Center (AARC)?

No

Does the community college currently employ culturally competent Asian American recruiters enabling them to communicate and interact with parents and students?

No

## Asian American Employment Plan Survey (HB 4510/P.A. 97-0856)

### Fiscal Year 2018

Public Act 97-0856 requires community colleges (and public universities) to annually report to the legislature their progress on efforts to hire and promote Asian American faculty, staff, and bilingual persons at state colleges and universities. This report is required as part of the larger State Asian American Employment Plan to improve the delivery of state services to Asian Americans by increasing the number of Asian American state employees serving in supervisory, technical, professional, and managerial positions.

### Lake Land College

Is your institution an Asian American and Native American Pacific Islander-Serving Institutions Program (AANAPISI) with 10% or more of the students classified as Asian American (and Native American or Pacific Islander) enabling the institution to apply for Title III grants?

No

As of June 30, 2018, provide the number of faculty up for tenure at your institution:

	Total that received tenure	Total that did not receive tenure	Total Asian American faculty that received tenure	Total Asian American faculty that did not receive tenure
Total #	8	0	0	0

As of June 30, 2018, provide the number of faculty that separated or left the community college (retired or resigned):

	Total #
Total faculty that experienced separation from the college	0
Total Asian American faculty that experienced separation from the college	0

What percentage of your community college employees are union?

Less than 50%

Does your institution provide budget allocations specifically for the recruitment of Asian American faculty, administrators, or any level job category?

No

Provide the FY 2018 budget allocation(s) for each of these recruitment initiatives for Asian American faculty, administrators, or any level job category. (NOTE: THIS ITEM ONLY REQUIRES A RESPONSE IF THE PREVIOUS QUESTION RECEIVED A "YES" RESPONSE.)

Included in the overall recruitment budget

**This section of the survey will list all activities your institution has undertaken that would help in the implementation of the State of Illinois Asian American Employment Plan for Higher Education.**

What steps has your institution undertaken to ensure that Human Resource staff, responsible for hiring, interviewing, recruitment and Equal Employment Opportunity (EEO) are complying with legislative mandates for the Asian American Employment Plan for Higher Education?

Required hiring committee/EEO training

Please provide recommendations for increasing the number of Asian American teaching/administrative staff and any Asian language speaking bilinguals at your institution.

Broad recruitment efforts using on-line and diverse recruitment venues

Does your institution implement employment incentives to attract Asian American employees such as any of the following (please select all that apply):

- None / Not applicable

For Asian American employees not part of the tenure system at your institution are the following initiatives in place to help provide for promotion? If yes, please provide a dot point of the initiative(s).

Employees with career ladder enhancement

No

Self-development training

Yes

Please provide a dot point description of the (self-development training) initiative. (NOTE: THIS ITEM ONLY REQUIRES A RESPONSE IF THE PREVIOUS ITEM WAS MARKED "YES".)

Opportunities made available to all staff for staff development either in house or utilizing outside sources

Are there other initiatives in place to help provide for promotion of Asian American employees to report for your institution?

No

Please provide additional information regarding related initiatives to help provide for promotion of Asian American employees. (NOTE: THIS ITEM ONLY REQUIRES A RESPONSE IF THE PREVIOUS ITEM WAS MARKED "YES".)

All hiring committee members are required to be trained prior to serving on a selection committee. Human Resources EEO Officers are required members of the committee.

How is your institution ensuring that all appropriate staff is complying with the mandatory Hiring and

Promotion Monitor requirements? Does your institution conduct internal studies or have surveys for monitoring the recruitment of Asian American employees, and have committees that monitor employment or departure of employees from the institution?

Hiring training to all members prior to serving on a selection committee.

**This section of the survey will list specific initiatives and focus on what your institution has undertaken to further comply with the State of Illinois Asian American Employment Plan.**

Please describe any strategies that your institution is developing to meet the increasing numbers and need of Asian languages speaking students and public that may want access to your institution.

College wide diversity awareness and celebrations are provided to all staff and students. Diversity awareness training is provided to staff.

Does your institution currently have an Asian American Resource Center (AARC)?

No

Does the community college currently employ culturally competent Asian American recruiters enabling them to communicate and interact with parents and students?

No



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### Fiscal Year 2018

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### Lewis and Clark Community College

Is your institution an Asian American and Native American Pacific Islander-Serving Institutions Program (AANAPISI) with 10% or more of the students classified as Asian American (and Native American or Pacific Islander) enabling the institution to apply for Title III grants?

No

As of June 30, 2018, provide the number of faculty up for tenure at your institution:

	Total that received tenure	Total that did not receive tenure	Total Asian American faculty that received tenure	Total Asian American faculty that did not receive tenure
Total #	2	1	1	0

As of June 30, 2018, provide the number of faculty that separated or left the community college (retired or resigned):

	Total #
Total faculty that experienced separation from the college	3
Total Asian American faculty that experienced separation from the college	0

What percentage of your community college employees are union?

Less than 50%

Does your institution provide budget allocations specifically for the recruitment of Asian American faculty, administrators, or any level job category?

No

Provide the FY 2018 budget allocation(s) for each of these recruitment initiatives for Asian American faculty, administrators, or any level job category. (NOTE: THIS ITEM ONLY REQUIRES A RESPONSE IF THE PREVIOUS QUESTION RECEIVED A "YES" RESPONSE.)

N/A

**This section of the survey will list all activities your institution has undertaken that would help in the implementation of the State of Illinois Asian American Employment Plan for Higher Education.**

What steps has your institution undertaken to ensure that Human Resource staff, responsible for hiring, interviewing, recruitment and Equal Employment Opportunity (EEO) are complying with legislative mandates for the Asian American Employment Plan for Higher Education?

The College continues to utilize PeopleAdmin, a computer generated software program designed for Higher Education that encourages self-identification of all applications regarding race. Additionally, the College has an HR Recruiting Specialist, whose primary focus is to seek efficiencies in the employment process, including but not limited to seeking to enhance diversity. The Specialist reviews the minority representation of applicant pools and carefully reviews the credentials of all the Asian American applicants who meet the minimum requirements of the position for which the prospective employee applied. All such applicants are specifically defined as minority applicants for the viewing of all hiring committee members prior to the interview process. Qualified and reviewed minority applicants are all referred to hiring committee chairs by the Recruitment Specialist when appropriate.

Please provide recommendations for increasing the number of Asian American teaching/administrative staff and any Asian language speaking bilinguals at your institution.

Currently, the College district makeup represents approximately 1% Asian American populations. As such, the College continues to maintain an interest in increasing representation of Asian American employees throughout all divisions of our workforce in order to, at minimum, meet those comparison benchmarks. All of the College's job openings are posted via PeopleAdmin; this links all of our postings to Indeed, Monster, the St. Louis Post-Dispatch Today so that we not only cast a regional, bi-state net, but in some cases a nationwide net for certain positions on campus. Our Human Resource Recruitment Specialist consults with the hiring committee chairperson to discuss all qualified applicants who self-identify as Asian American. These applicants' resumes are carefully considered by the search committee. Inclusion is a very high value among campus faculty, staff and students as evidenced by the results of the recent survey on diversity and inclusion which indicates that over 94% of respondents describe the L&C campus as very inclusive.

Does your institution implement employment incentives to attract Asian American employees such as any of the following (please select all that apply):

- None / Not applicable
- The College does not currently have any additional specific incentive-driven programs to attract Asian-American employees.

For Asian American employees not part of the tenure system at your institution are the following initiatives in place to help provide for promotion? If yes, please provide a dot point of the initiative(s).

Employees with career ladder enhancement

No

Self-development training

No

Are there other initiatives in place to help provide for promotion of Asian American employees to report for your institution?

No

How is your institution ensuring that all appropriate staff is complying with the mandatory Hiring and

Promotion Monitor requirements? Does your institution conduct internal studies or have surveys for monitoring the recruitment of Asian American employees, and have committees that monitor employment or departure of employees from the institution?

The HR Recruitment Specialist reviews all open postings. She then assesses all minority applicants who meet minimum requirements of the position and makes recommendations for interview to the HR Director and or hiring committee chairs when appropriate.

In communicating with ICCB directly in Feb 2018, the College explained that Public Act 096-1286 appears to only apply to State Exec Agencies and excludes state colleges (Section 2520.710). ICCB responded that it would examine “refining the survey language to more broadly asking about hiring and promotion” rather than the “Hiring and Promotion Requirement.”

**This section of the survey will list specific initiatives and focus on what your institution has undertaken to further comply with the State of Illinois Asian American Employment Plan.**

Please describe any strategies that your institution is developing to meet the increasing numbers and need of Asian languages speaking students and public that may want access to your institution.

- Lewis and Clark Community College demographics continue to show very small populations of Asian American students or representation in the District’s population. The college’s institutional goal of increasing access, support, retention and completion focuses on all students.
- The College’s Diversity Council annually includes programming to focus on Asian American cultures.
- An annual Minority Affairs Dinner welcomes students and the community to an inclusive evening of programming. The community learns about the programs and services for minority students and the results of special initiatives.
- The Office of Diversity and Inclusion, provides referral to community services and on campus services, recruits and assists in the enrollment of minority students and consults with faculty and staff.

Does your institution currently have an Asian American Resource Center (AARC)?

No

Does the community college currently employ culturally competent Asian American recruiters enabling them to communicate and interact with parents and students?

No

## Asian American Employment Plan Survey (HB 4510/P.A. 97-0856)

### Fiscal Year 2018

Public Act 97-0856 requires community colleges (and public universities) to annually report to the legislature their progress on efforts to hire and promote Asian American faculty, staff, and bilingual persons at state colleges and universities. This report is required as part of the larger State Asian American Employment Plan to improve the delivery of state services to Asian Americans by increasing the number of Asian American state employees serving in supervisory, technical, professional, and managerial positions.

### Lincoln Land Community College

Is your institution an Asian American and Native American Pacific Islander-Serving Institutions Program (AANAPISI) with 10% or more of the students classified as Asian American (and Native American or Pacific Islander) enabling the institution to apply for Title III grants?

No

As of June 30, 2018, provide the number of faculty up for tenure at your institution:

	Total that received tenure	Total that did not receive tenure	Total Asian American faculty that received tenure	Total Asian American faculty that did not receive tenure
Total #	3	0	0	0

As of June 30, 2018, provide the number of faculty that separated or left the community college (retired or resigned):

	Total #
Total faculty that experienced separation from the college	11
Total Asian American faculty that experienced separation from the college	0

What percentage of your community college employees are union?

Less than 50%

Does your institution provide budget allocations specifically for the recruitment of Asian American faculty, administrators, or any level job category?

Yes

Provide the FY 2018 budget allocation(s) for each of these recruitment initiatives for Asian American faculty, administrators, or any level job category. (NOTE: THIS ITEM ONLY REQUIRES A RESPONSE IF THE PREVIOUS QUESTION RECEIVED A "YES" RESPONSE.)

For FY18, LLCC spent \$71,528.46 to advertise vacancies. \$870 of this was spent on advertising specific to the recruitment of minorities, and \$1035 was spent to attend recruitment events with an exposure to diverse individuals.

**This section of the survey will list all activities your institution has undertaken that would help in the implementation of the State of Illinois Asian American Employment Plan for Higher Education.**

What steps has your institution undertaken to ensure that Human Resource staff, responsible for hiring, interviewing, recruitment and Equal Employment Opportunity (EEO) are complying with legislative mandates for the Asian American Employment Plan for Higher Education?

Human Resource staff do not participate in a training program regarding the legislative mandates for the Asian American Employment Plan; however, all staff are expected to comply with all college policies, procedures, and guidelines in addition to local, state, and federal mandates. LLCC does have comprehensive Screening and Interviewing Guidelines and all employees involved in screening, interviewing, and hiring are required to undergo training.

Please provide recommendations for increasing the number of Asian American teaching/administrative staff and any Asian language speaking bilinguals at your institution.

Every year, LLCC seeks recruitment opportunities that will allow the college to reach potential Asian American candidates. These opportunities may be face-to-face, in print, or online. LLCC continues to post open positions on websites specifically targeted towards minorities.

Does your institution implement employment incentives to attract Asian American employees such as any of the following (please select all that apply):

- None / Not applicable

For Asian American employees not part of the tenure system at your institution are the following initiatives in place to help provide for promotion? If yes, please provide a dot point of the initiative(s).

Employees with career ladder enhancement

No

Self-development training

Yes

Please provide a dot point description of the (self-development training) initiative. (NOTE: THIS ITEM ONLY REQUIRES A RESPONSE IF THE PREVIOUS ITEM WAS MARKED "YES".)

All staff can have the regular costs associated with LLCC credit courses waived upon successful completion of the course, and can receive up to \$1500 annually which can be used for other education. Professional development days are held twice yearly.

Are there other initiatives in place to help provide for promotion of Asian American employees to report for your institution?

No

How is your institution ensuring that all appropriate staff is complying with the mandatory Hiring and Promotion Monitor requirements? Does your institution conduct internal studies or have surveys for monitoring the recruitment of Asian American employees, and have committees that monitor employment or departure of employees from the institution?

LLCC does not conduct training for staff regarding the mandatory Hiring and Promotion Monitor requirements.

However, employees are expected to comply with all college policies, procedures, and guidelines in addition to local, state, and federal mandates.

**This section of the survey will list specific initiatives and focus on what your institution has undertaken to further comply with the State of Illinois Asian American Employment Plan.**

Please describe any strategies that your institution is developing to meet the increasing numbers and need of Asian languages speaking students and public that may want access to your institution.

LLCC offers several services & activities to all students and community members regardless of their race or ethnicity.

Does your institution currently have an Asian American Resource Center (AARC)?

No

Does the community college currently employ culturally competent Asian American recruiters enabling them to communicate and interact with parents and students?

No

## Asian American Employment Plan Survey (HB 4510/P.A. 97-0856)

### Fiscal Year 2018

Public Act 97-0856 requires community colleges (and public universities) to annually report to the legislature their progress on efforts to hire and promote Asian American faculty, staff, and bilingual persons at state colleges and universities. This report is required as part of the larger State Asian American Employment Plan to improve the delivery of state services to Asian Americans by increasing the number of Asian American state employees serving in supervisory, technical, professional, and managerial positions.

### McHenry County College

Is your institution an Asian American and Native American Pacific Islander-Serving Institutions Program (AANAPISI) with 10% or more of the students classified as Asian American (and Native American or Pacific Islander) enabling the institution to apply for Title III grants?

No

As of June 30, 2018, provide the number of faculty up for tenure at your institution:

	Total that received tenure	Total that did not receive tenure	Total Asian American faculty that received tenure	Total Asian American faculty that did not receive tenure
Total #	7	0	1	0

As of June 30, 2018, provide the number of faculty that separated or left the community college (retired or resigned):

	Total #
Total faculty that experienced separation from the college	9
Total Asian American faculty that experienced separation from the college	0

What percentage of your community college employees are union?

More than 50%

Does your institution provide budget allocations specifically for the recruitment of Asian American faculty, administrators, or any level job category?

No

**This section of the survey will list all activities your institution has undertaken that would help in the implementation of the State of Illinois Asian American Employment Plan for Higher Education.**

What steps has your institution undertaken to ensure that Human Resource staff, responsible for hiring, interviewing, recruitment and Equal Employment Opportunity (EEO) are complying with legislative

mandates for the Asian American Employment Plan for Higher Education?

Human Resources Administrator(s) responsible for compliance conduct routine status checks to monitor recruitment efforts and are directly involved with hiring related activities.

Please provide recommendations for increasing the number of Asian American teaching/administrative staff and any Asian language speaking bilinguals at your institution.

Three key recommendations for increasing Asian American representation include: 1) Expand the usage of recruitment sources targeting the Asian American population, identify new resources to attract greater number of applicants. 2) Place emphasis on added value of hiring an Asian Amer. and/or candidate with related cultural experience when appropriate. 3) Charge current staff directly and indirectly involved in the recruitment process to engage in outreach efforts to attract candidates to apply for job opportunities at the college.

Does your institution implement employment incentives to attract Asian American employees such as any of the following (please select all that apply):

- Internships
- Community Linkages
- Mentorship of a new Asian American Faculty

For Asian American employees not part of the tenure system at your institution are the following initiatives in place to help provide for promotion? If yes, please provide a dot point of the initiative(s).

Employees with career ladder enhancement

No

Self-development training

Yes

Please provide a dot point description of the (self-development training) initiative. (NOTE: THIS ITEM ONLY REQUIRES A RESPONSE IF THE PREVIOUS ITEM WAS MARKED "YES".)

Weekly training is offered & promoted daily via employee newsletter, campus emails, etc. Benefits incl. Tuition Reimbursement and Pay Incentives for Education/Training, & Tuition Wavier for MCC credit courses; External offerings are often shared.

Are there other initiatives in place to help provide for promotion of Asian American employees to report for your institution?

No



How is your institution ensuring that all appropriate staff is complying with the mandatory Hiring and Promotion Monitor requirements? Does your institution conduct internal studies or have surveys for monitoring the recruitment of Asian American employees, and have committees that monitor employment or departure of employees from the institution?

Office of Human Resource Director(s) responsible for compliance communicates Hiring and Promotion Monitor requirements to Leadership and other staff involved in the hiring process. Periodic internal studies/analyses take place to monitor employment and departure by reviewing dashboards and recruitment reports compiled via the Applicant Tracking System and reports specifically generated from College's ERP System.

**This section of the survey will list specific initiatives and focus on what your institution has undertaken to further comply with the State of Illinois Asian American Employment Plan.**

Please describe any strategies that your institution is developing to meet the increasing numbers and need of Asian languages speaking students and public that may want access to your institution.

Developing strategies: 1) Review and enhancement of the Inclusion and Diversity Plan to include strategies to help meet the needs of Asian Amer. students, employees, and the public. 2) Increased outreach efforts to new Asian American students during student orientation is occurring. 3) Involvement of students in planning and programming of Asian American History Month and other related activities; widely promoting those programs to all. 4) Developing and providing support to the Asian American Club for students. 5) Establishing/Sharing Asian language speaking list of staff volunteering to serve as an interpreter or a resource.

Does your institution currently have an Asian American Resource Center (AARC)?

No

Does the community college currently employ culturally competent Asian American recruiters enabling them to communicate and interact with parents and students?

N/A

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### Fiscal Year 2018

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### Moraine Valley Community College

Is your institution an Asian American and Native American Pacific Islander-Serving Institutions Program (AANAPISI) with 10% or more of the students classified as Asian American (and Native American or Pacific Islander) enabling the institution to apply for Title III grants?

No

As of June 30, 2018, provide the number of faculty up for tenure at your institution:

	Total that received tenure	Total that did not receive tenure	Total Asian American faculty that received tenure	Total Asian American faculty that did not receive tenure
Total #	10	0	0	0

As of June 30, 2018, provide the number of faculty that separated or left the community college (retired or resigned):

	Total #
Total faculty that experienced separation from the college	7
Total Asian American faculty that experienced separation from the college	0

What percentage of your community college employees are union?

More than 50%

Does your institution provide budget allocations specifically for the recruitment of Asian American faculty, administrators, or any level job category?

Yes

Provide the FY 2018 budget allocation(s) for each of these recruitment initiatives for Asian American faculty, administrators, or any level job category. (NOTE: THIS ITEM ONLY REQUIRES A RESPONSE IF THE PREVIOUS QUESTION RECEIVED A "YES" RESPONSE.)

The college does allocate a specific budget for the recruitment of Asian American faculty, administrators, and others. Budget allocated for FY18 remained flat at \$4,000.00

**This section of the survey will list all activities your institution has undertaken that would help in the implementation of the State of Illinois Asian American Employment Plan for Higher Education.**

What steps has your institution undertaken to ensure that Human Resource staff, responsible for hiring, interviewing, recruitment and Equal Employment Opportunity (EEO) are complying with legislative mandates for the Asian American Employment Plan for Higher Education?

The College conducts annual faculty search committee training prior to the start of the recruitment process. Search committees are composed of diverse members. There is continuous human resources involvement during the recruitment and hiring process to ensure compliance.

Please provide recommendations for increasing the number of Asian American teaching/administrative staff and any Asian language speaking bilinguals at your institution.

The college to increase recruitment and outreach efforts within Asian American communities.

Does your institution implement employment incentives to attract Asian American employees such as any of the following (please select all that apply):

- Internships
- Community Linkages
- Mentorship of a new Asian American Faculty
- Staff Employment Recruitment Plan

For Asian American employees not part of the tenure system at your institution are the following initiatives in place to help provide for promotion? If yes, please provide a dot point of the initiative(s).

Employees with career ladder enhancement

No

Please provide a dot point description of the (career ladder) initiative. (NOTE: THIS ITEM ONLY REQUIRES A RESPONSE IF THE PREVIOUS ITEM WAS MARKED "YES".)

N/A

Self-development training

Yes

Please provide a dot point description of the (self-development training) initiative. (NOTE: THIS ITEM ONLY REQUIRES A RESPONSE IF THE PREVIOUS ITEM WAS MARKED "YES".)

Courses are offered through the Center for Teaching & Learning where faculty & staff may self-enroll to enhance their personal & professional development. The college has a required annual Learning College day dedicated to development.

Are there other initiatives in place to help provide for promotion of Asian American employees to report for your institution?

No

Please provide additional information regarding related initiatives to help provide for promotion of Asian American employees . (NOTE: THIS ITEM ONLY REQUIRES A RESPONSE IF THE PREVIOUS ITEM WAS MARKED "YES".)

N/A

How is your institution ensuring that all appropriate staff is complying with the mandatory Hiring and Promotion Monitor requirements? Does your institution conduct internal studies or have surveys for monitoring the recruitment of Asian American employees, and have committees that monitor employment or departure of employees from the institution?

HR reviews all hires and re-classifications. There is annual faculty search committee training for the process. Committees are composed of diverse members. There is continuous HR involvement during the recruitment & hiring process for compliance.

**This section of the survey will list specific initiatives and focus on what your institution has undertaken to further comply with the State of Illinois Asian American Employment Plan.**

Please describe any strategies that your institution is developing to meet the increasing numbers and need of Asian languages speaking students and public that may want access to your institution.

The college's website includes the capability to translate information into a variety of languages to assist in the attraction of students and the public looking for access to Moraine Valley. The college also has a compiled language bank available of faculty and staff members who are able to assist individuals requiring translation of various languages if and when the need may arise. Moraine Valley also has an International Student Affairs department that provides support to many Asian speaking students. The college offers intensive English language and English as a second language courses.

Does your institution currently have an Asian American Resource Center (AARC)?

No

For institutions with an AARC and a Director or Coordinator for that AARC please provide a YES/NO response to the following questions regarding the AARC Director/Coordinator. (NOTE: THIS ITEM ONLY ACCEPTS RESPONSES IF THE PREVIOUS ITEM WAS MARKED "YES". IF THE PREVIOUS ITEM WAS MARKED "NO", RESPONSE OPTIONS ARE VISIBLE, BUT CAN'T BE SELECTED.)

Is the center Director/Coordinator Asian American?	NO
Is the center Director/Coordinator fluent in any of the Asian languages or dialects?	NO
Does the center Director/Coordinator assist in the recruitment of Asian American students?	NO

Does the community college currently employ culturally competent Asian American recruiters enabling them to communicate and interact with parents and students?

N/A

## Asian American Employment Plan Survey (HB 4510/P.A. 97-0856)

### Fiscal Year 2018

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### Morton College

Is your institution an Asian American and Native American Pacific Islander-Serving Institutions Program (AANAPISI) with 10% or more of the students classified as Asian American (and Native American or Pacific Islander) enabling the institution to apply for Title III grants?

No

As of June 30, 2018, provide the number of faculty up for tenure at your institution:

	Total that received tenure	Total that did not receive tenure	Total Asian American faculty that received tenure	Total Asian American faculty that did not receive tenure
Total #	2	0	0	0

As of June 30, 2018, provide the number of faculty that separated or left the community college (retired or resigned):

	Total #
Total faculty that experienced separation from the college	5
Total Asian American faculty that experienced separation from the college	0

What percentage of your community college employees are union?

More than 50%

Does your institution provide budget allocations specifically for the recruitment of Asian American faculty, administrators, or any level job category?

Yes

Provide the FY 2018 budget allocation(s) for each of these recruitment initiatives for Asian American faculty, administrators, or any level job category. (NOTE: THIS ITEM ONLY REQUIRES A RESPONSE IF THE PREVIOUS QUESTION RECEIVED A "YES" RESPONSE.)

MC advertises/recruits from sites like Inside Higher Ed, Higher Ed Jobs, DiversityJobs.com, AsianHires.com, WeHireWomen.com, VeteranJobs.net, DisabilityJobs.net, AllLGBTJobs.com, Minority Nurse and Daily Nurse, ZipRecruiter. Budget totals \$21,000.

**This section of the survey will list all activities your institution has undertaken that would help in the implementation of the State of Illinois Asian American Employment Plan for Higher Education.**

What steps has your institution undertaken to ensure that Human Resource staff, responsible for hiring, interviewing, recruitment and Equal Employment Opportunity (EEO) are complying with legislative mandates for the Asian American Employment Plan for Higher Education?

MC hiring practices follow EEO guidelines and procedures. The college uses diverse recruitment tools to advertise positions. In addition, HR recently named a Diversity Officer on its team.

Please provide recommendations for increasing the number of Asian American teaching/administrative staff and any Asian language speaking bilinguals at your institution.

MC plans to continue to advertise and recruit from diverse applicant pools using a variety of diversity recruitment tools.

Does your institution implement employment incentives to attract Asian American employees such as any of the following (please select all that apply):

- Staff Employment Recruitment Plan

For Asian American employees not part of the tenure system at your institution are the following initiatives in place to help provide for promotion? If yes, please provide a dot point of the initiative(s).

Employees with career ladder enhancement

Yes

Please provide a dot point description of the (career ladder) initiative. (NOTE: THIS ITEM ONLY REQUIRES A RESPONSE IF THE PREVIOUS ITEM WAS MARKED "YES".)

MC has a budget for professional development, faculty development, and tuition waivers. In addition, Collective Bargaining Agreement is in place.

Self-development training

Yes

Please provide a dot point description of the (self-development training) initiative. (NOTE: THIS ITEM ONLY REQUIRES A RESPONSE IF THE PREVIOUS ITEM WAS MARKED "YES".)

MC has a budget for professional development, faculty development, and tuition waivers. In addition, Collective

Bargaining Agreement is in place.

Are there other initiatives in place to help provide for promotion of Asian American employees to report for your institution?

No

How is your institution ensuring that all appropriate staff is complying with the mandatory Hiring and Promotion Monitor requirements? Does your institution conduct internal studies or have surveys for monitoring the recruitment of Asian American employees, and have committees that monitor employment or departure of employees from the institution?

MC has formal recruitment and hiring processes in place, all following EEOC guidelines and by Collective Bargaining Agreement.

**This section of the survey will list specific initiatives and focus on what your institution has undertaken to further comply with the State of Illinois Asian American Employment Plan.**

Please describe any strategies that your institution is developing to meet the increasing numbers and need of Asian languages speaking students and public that may want access to your institution.

The college's commitment to meeting the needs of all of its students is reflected in its board policies and mission statement. MC's recruiting efforts extend to all district high schools and some Chicago area schools with diverse populations.

Does your institution currently have an Asian American Resource Center (AARC)?

No

Does the community college currently employ culturally competent Asian American recruiters enabling them to communicate and interact with parents and students?

N/A

## Asian American Employment Plan Survey (HB 4510/P.A. 97-0856)

### Fiscal Year 2018

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### Oakton Community College

Is your institution an Asian American and Native American Pacific Islander-Serving Institutions Program (AANAPISI) with 10% or more of the students classified as Asian American (and Native American or Pacific Islander) enabling the institution to apply for Title III grants?

No

As of June 30, 2018, provide the number of faculty up for tenure at your institution:

	Total that received tenure	Total that did not receive tenure	Total Asian American faculty that received tenure	Total Asian American faculty that did not receive tenure
Total #	9	18	1	1

As of June 30, 2018, provide the number of faculty that separated or left the community college (retired or resigned):

	Total #
Total faculty that experienced separation from the college	10
Total Asian American faculty that experienced separation from the college	0

What percentage of your community college employees are union?

More than 50%

Does your institution provide budget allocations specifically for the recruitment of Asian American faculty, administrators, or any level job category?

Yes

Provide the FY 2018 budget allocation(s) for each of these recruitment initiatives for Asian American faculty, administrators, or any level job category. (NOTE: THIS ITEM ONLY REQUIRES A RESPONSE IF THE PREVIOUS QUESTION RECEIVED A "YES" RESPONSE.)

\$7,649 in FY18 on Chicago Diversity, and Diverse Media, Minority Nursing and \$9,697 on ESROCK Partners Advertising and Diversity.com.



**This section of the survey will list all activities your institution has undertaken that would help in the implementation of the State of Illinois Asian American Employment Plan for Higher Education.**

What steps has your institution undertaken to ensure that Human Resource staff, responsible for hiring, interviewing, recruitment and Equal Employment Opportunity (EEO) are complying with legislative mandates for the Asian American Employment Plan for Higher Education?

The College is not subject to the legislative mandate of the Plan. However, the College's Affirmative Action Plan sets goals and activities for employment of underrepresented groups including Asian Americans.

Steps undertaken, as described in Oakton's current Affirmative Action Plan, would entail:

- Maintain a deliberate and continuous effort in complying with the College's Equal Opportunity/Affirmative Action Program.
- Provide training and professional development activities to encourage the review/establishment of policies and processes to support the creation of a positive culture for recruiting and retaining Asian American administrators, faculty and staff.
- The College will continue to conduct national and regional searches as a means to fill all administrative and full-time faculty openings.
- The College will advertise in media targeted to Asian Americans.
- All positions will be listed with the Illinois Job Service
- Continue receiving the Directory of Graduates from the Illinois Board of Higher Education as part of the Diversifying Higher Education Faculty in Illinois initiative. Continue sending notice of openings to qualified applicants for openings that we have at that time.
- Human Resources professionals will attend affirmative action related seminars and workshops on a regular basis.
- Human Resources has developed and presented a workshop for search committee members on diversity sensitivity and effective interviewing issues. Attendees are certified as able to serve on search committees.
- Designated HR staff will continue to meet with all search committees prior to applicant review to ensure compliance with all Equal Employment Opportunity laws and address Affirmative Action issues.
- Applicant flow and selection data will continue to be reviewed and areas of concern will be discussed with the appropriate Vice President.

Please provide recommendations for increasing the number of Asian American teaching/administrative staff and any Asian language speaking bilinguals at your institution.

Conduct broad, wide, and deep searches for Asian American applicants.

- Clearly explain the intent of the Affirmative Action Plan and reiterate the commitment to equal employment opportunity and affirmative action with all college administrators.
- Clearly communicate commitments to affirmative action and employment goals to each search committee.
- Monitor the activities and progress of search committees and supervising administrators.
- Maintain a welcoming environment so that individuals from demographic groups other than Caucasian desire employment with the College.

Does your institution implement employment incentives to attract Asian American employees such as any of the following (please select all that apply):

- Mentorship of a new Asian American Faculty

For Asian American employees not part of the tenure system at your institution are the following initiatives in place to help provide for promotion? If yes, please provide a dot point of the initiative(s).

Employees with career ladder enhancement

No

## Self-development training

Yes

Please provide a dot point description of the (self-development training) initiative. (NOTE: THIS ITEM ONLY REQUIRES A RESPONSE IF THE PREVIOUS ITEM WAS MARKED "YES".)

Nominal Funds are available to employees, by request, for professional development, training, conferences, etc. In addition, we provide internal training/development opportunities, from Excel workshops to Cultural competency training and beyond.

Are there other initiatives in place to help provide for promotion of Asian American employees to report for your institution?

No

How is your institution ensuring that all appropriate staff is complying with the mandatory Hiring and Promotion Monitor requirements? Does your institution conduct internal studies or have surveys for monitoring the recruitment of Asian American employees, and have committees that monitor employment or departure of employees from the institution?

The College's commitment to affirmative action and equal employment opportunity is stressed to each search committee. The supervising administrator's charges and directions to each search committee reinforce the College's commitment.

**This section of the survey will list specific initiatives and focus on what your institution has undertaken to further comply with the State of Illinois Asian American Employment Plan.**

Please describe any strategies that your institution is developing to meet the increasing numbers and need of Asian languages speaking students and public that may want access to your institution.

The College has a program called Language Allies, which identifies current Staff and Faculty who speak foreign languages. Occasionally, these individuals may help provide translation and language assistance to those who need it.

Does your institution currently have an Asian American Resource Center (AARC)?

No

Does the community college currently employ culturally competent Asian American recruiters enabling them to communicate and interact with parents and students?

No

## Asian American Employment Plan Survey (HB 4510/P.A. 97-0856)

### Fiscal Year 2018

Public Act 97-0856 requires community colleges (and public universities) to annually report to the legislature their progress on efforts to hire and promote Asian American faculty, staff, and bilingual persons at state colleges and universities. This report is required as part of the larger State Asian American Employment Plan to improve the delivery of state services to Asian Americans by increasing the number of Asian American state employees serving in supervisory, technical, professional, and managerial positions.

### Parkland College

Is your institution an Asian American and Native American Pacific Islander-Serving Institutions Program (AANAPISI) with 10% or more of the students classified as Asian American (and Native American or Pacific Islander) enabling the institution to apply for Title III grants?

No

As of June 30, 2018, provide the number of faculty up for tenure at your institution:

	Total that received tenure	Total that did not receive tenure	Total Asian American faculty that received tenure	Total Asian American faculty that did not receive tenure
Total #	1	0	0	0

As of June 30, 2018, provide the number of faculty that separated or left the community college (retired or resigned):

	Total #
Total faculty that experienced separation from the college	8
Total Asian American faculty that experienced separation from the college	0

What percentage of your community college employees are union?

More than 50%

Does your institution provide budget allocations specifically for the recruitment of Asian American faculty, administrators, or any level job category?

No

**This section of the survey will list all activities your institution has undertaken that would help in the implementation of the State of Illinois Asian American Employment Plan for Higher Education.**

What steps has your institution undertaken to ensure that Human Resource staff, responsible for hiring, interviewing, recruitment and Equal Employment Opportunity (EEO) are complying with legislative

## mandates for the Asian American Employment Plan for Higher Education?

We identify specific resources to help reach minority applicants. For example, Women in Agriculture or National Organization for Black Chemists and Chemical Engineers.

- We visit local minority-owned businesses such as barbershops, beauty salons, and restaurants, as well as community places such as Don Moyer Boys and Girls Club. We introduce ourselves and answer any questions about working at Parkland and drop off job vacancy postings that the business/community organization can post and share with patrons.
- For full-time faculty recruitment this year, we started a new role of Recruitment Partner. This person will perform comprehensive research to identify people and resources for us to reach out to and inform about our faculty opportunities. For example, we plan to email faculty of related graduate programs at Historically Black Colleges and Universities.
- Last year, VP Lau organized a working group to review and update faculty diversity efforts.
- We partner with several job boards that offer us a “diversity profile” in which we are highlighted to diverse candidates. One example of this is Inside Higher Ed. Here is our profile:  
<https://www.insidehighered.com/college/147916/parkland-college>.
- We implement an Equal Employment Opportunity Program where we train various employees to serve as Equal Employment Opportunities representatives on every full-time search. The EEO Rep’s role is to help make sure that search committees are following policies and procedures, are in compliance with local, state, and federal EEO/Human Rights laws, and a liaison with Human Resources Talent Management Team. Overall, they help to make sure we have a fair and non-discriminatory process.

Please provide recommendations for increasing the number of Asian American teaching/administrative staff and any Asian language speaking bilinguals at your institution.

Review job descriptions for potential adverse impact.

Does your institution implement employment incentives to attract Asian American employees such as any of the following (please select all that apply):

- None / Not applicable

For Asian American employees not part of the tenure system at your institution are the following initiatives in place to help provide for promotion? If yes, please provide a dot point of the initiative(s).

Employees with career ladder enhancement

No

Self-development training

No

Are there other initiatives in place to help provide for promotion of Asian American employees to report for your institution?

No

How is your institution ensuring that all appropriate staff is complying with the mandatory Hiring and Promotion Monitor requirements? Does your institution conduct internal studies or have surveys for monitoring the recruitment of Asian American employees, and have committees that monitor employment or departure of employees from the institution?

We implement an Equal Employment Opportunity Program where we train various employees to serve as Equal Employment Opportunities representatives on every full-time search. The EEO Rep's role is to help make sure that search committees are following policies and procedures, are in compliance with local, state, and federal EEO/Human Rights laws, and a liaison with Human Resources Talent Management Team. Overall, they help to make sure we have a fair and non-discriminatory process.

**This section of the survey will list specific initiatives and focus on what your institution has undertaken to further comply with the State of Illinois Asian American Employment Plan.**

Please describe any strategies that your institution is developing to meet the increasing numbers and need of Asian languages speaking students and public that may want access to your institution.

high school recruitment fairs on campus

Does your institution currently have an Asian American Resource Center (AARC)?

No

Does the community college currently employ culturally competent Asian American recruiters enabling them to communicate and interact with parents and students?

No

## Asian American Employment Plan Survey (HB 4510/P.A. 97-0856)

### Fiscal Year 2018

Public Act 97-0856 requires community colleges (and public universities) to annually report to the legislature their progress on efforts to hire and promote Asian American faculty, staff, and bilingual persons at state colleges and universities. This report is required as part of the larger State Asian American Employment Plan to improve the delivery of state services to Asian Americans by increasing the number of Asian American state employees serving in supervisory, technical, professional, and managerial positions.

### Prairie State College

Is your institution an Asian American and Native American Pacific Islander-Serving Institutions Program (AANAPISI) with 10% or more of the students classified as Asian American (and Native American or Pacific Islander) enabling the institution to apply for Title III grants?

No

As of June 30, 2018, provide the number of faculty up for tenure at your institution:

	Total that received tenure	Total that did not receive tenure	Total Asian American faculty that received tenure	Total Asian American faculty that did not receive tenure
Total #	2	0	0	0

As of June 30, 2018, provide the number of faculty that separated or left the community college (retired or resigned):

	Total #
Total faculty that experienced separation from the college	6
Total Asian American faculty that experienced separation from the college	1

What percentage of your community college employees are union?

Less than 50%

Does your institution provide budget allocations specifically for the recruitment of Asian American faculty, administrators, or any level job category?

No

**This section of the survey will list all activities your institution has undertaken that would help in the implementation of the State of Illinois Asian American Employment Plan for Higher Education.**

What steps has your institution undertaken to ensure that Human Resource staff, responsible for hiring, interviewing, recruitment and Equal Employment Opportunity (EEO) are complying with legislative

mandates for the Asian American Employment Plan for Higher Education?

We publish our openings in media directed at qualified candidates in this population. Each year our employees receive training on the need and benefits of a diverse workforce.

Please provide recommendations for increasing the number of Asian American teaching/administrative staff and any Asian language speaking bilinguals at your institution.

We do not believe that bilinguals (in Asian languages) are necessary for our population at this time.

Does your institution implement employment incentives to attract Asian American employees such as any of the following (please select all that apply):

- None / Not applicable

For Asian American employees not part of the tenure system at your institution are the following initiatives in place to help provide for promotion? If yes, please provide a dot point of the initiative(s).

Employees with career ladder enhancement

No

Self-development training

No

Are there other initiatives in place to help provide for promotion of Asian American employees to report for your institution?

Yes

Please provide additional information regarding related initiatives to help provide for promotion of Asian American employees . (NOTE: THIS ITEM ONLY REQUIRES A RESPONSE IF THE PREVIOUS ITEM WAS MARKED "YES".)

We are an EEO employer. We utilize a Search Committee process that ensures first level qualifications are met by candidates for employment.

How is your institution ensuring that all appropriate staff is complying with the mandatory Hiring and Promotion Monitor requirements? Does your institution conduct internal studies or have surveys for monitoring the recruitment of Asian American employees, and have committees that monitor employment or departure of employees from the institution?

Our Affirmative Action Officer monitors all hires and terminations.

**This section of the survey will list specific initiatives and focus on what your institution has undertaken to further comply with the State of Illinois Asian American Employment Plan.**

Please describe any strategies that your institution is developing to meet the increasing numbers and need of Asian languages speaking students and public that may want access to your institution.

We do not believe we have an immediate need for Asian language speakers at this time. The President's Advisory Committee will continue to monitor the situation.

Does your institution currently have an Asian American Resource Center (AARC)?

No

Does the community college currently employ culturally competent Asian American recruiters enabling them to communicate and interact with parents and students?

No



## Asian American Employment Plan Survey (HB 4510/P.A. 97-0856)

### Fiscal Year 2018

Public Act 97-0856 requires community colleges (and public universities) to annually report to the legislature their progress on efforts to hire and promote Asian American faculty, staff, and bilingual persons at state colleges and universities. This report is required as part of the larger State Asian American Employment Plan to improve the delivery of state services to Asian Americans by increasing the number of Asian American state employees serving in supervisory, technical, professional, and managerial positions.

### Rend Lake College

Is your institution an Asian American and Native American Pacific Islander-Serving Institutions Program (AANAPISI) with 10% or more of the students classified as Asian American (and Native American or Pacific Islander) enabling the institution to apply for Title III grants?

No

As of June 30, 2018, provide the number of faculty up for tenure at your institution:

	Total that received tenure	Total that did not receive tenure	Total Asian American faculty that received tenure	Total Asian American faculty that did not receive tenure
Total #	2	0	0	0

As of June 30, 2018, provide the number of faculty that separated or left the community college (retired or resigned):

	Total #
Total faculty that experienced separation from the college	4
Total Asian American faculty that experienced separation from the college	0

What percentage of your community college employees are union?

Less than 50%

Does your institution provide budget allocations specifically for the recruitment of Asian American faculty, administrators, or any level job category?

No

**This section of the survey will list all activities your institution has undertaken that would help in the implementation of the State of Illinois Asian American Employment Plan for Higher Education.**

What steps has your institution undertaken to ensure that Human Resource staff, responsible for hiring, interviewing, recruitment and Equal Employment Opportunity (EEO) are complying with legislative

mandates for the Asian American Employment Plan for Higher Education?

All hiring managers have been encouraged to consider all qualified applications from applicants self-identifying as minorities; however, the college receives only a small number of Asian American applications despite the advertising efforts made.

Please provide recommendations for increasing the number of Asian American teaching/administrative staff and any Asian language speaking bilinguals at your institution.

The college is diligent in advertising open positions in many outlets to try and reach a diverse population of qualified applicants. The college offers tuition free dual credit classes in area high schools to try and encourage more Asian American students to seek higher education; therefore, hopefully increasing the applicant pool in the future.

Does your institution implement employment incentives to attract Asian American employees such as any of the following (please select all that apply):

- Staff Employment Recruitment Plan

For Asian American employees not part of the tenure system at your institution are the following initiatives in place to help provide for promotion? If yes, please provide a dot point of the initiative(s).

Employees with career ladder enhancement

No

Self-development training

Yes

Please provide a dot point description of the (self-development training) initiative. (NOTE: THIS ITEM ONLY REQUIRES A RESPONSE IF THE PREVIOUS ITEM WAS MARKED "YES".)

Employees are encouraged to seek out self-development and/or professional development opportunities

Are there other initiatives in place to help provide for promotion of Asian American employees to report for your institution?

Yes

Please provide additional information regarding related initiatives to help provide for promotion of Asian American employees . (NOTE: THIS ITEM ONLY REQUIRES A RESPONSE IF THE PREVIOUS ITEM WAS MARKED "YES".)

Tuition reimbursement is available for employees wishing to take classes for additional skill development or for employees seeking a higher degree. Increased skills, knowledge and abilities are important for promotional opportunities.

How is your institution ensuring that all appropriate staff is complying with the mandatory Hiring and Promotion Monitor requirements? Does your institution conduct internal studies or have surveys for monitoring the recruitment of Asian American employees, and have committees that monitor employment or departure of employees from the institution?

All hiring managers are encouraged to give all qualified minority applicants an interview opportunity. There is disciplinary measures in place to deal with any discrimination with regard to hiring and promotion discrimination.

**This section of the survey will list specific initiatives and focus on what your institution has undertaken to further comply with the State of Illinois Asian American Employment Plan.**

Please describe any strategies that your institution is developing to meet the increasing numbers and need of Asian languages speaking students and public that may want access to your institution.

The college offers dual credit classes, English as a secondary language classes and a TRIO program for first generation college students.

Does your institution currently have an Asian American Resource Center (AARC)?

No

Does the community college currently employ culturally competent Asian American recruiters enabling them to communicate and interact with parents and students?

No

## Asian American Employment Plan Survey (HB 4510/P.A. 97-0856)

### Fiscal Year 2018

Public Act 97-0856 requires community colleges (and public universities) to annually report to the legislature their progress on efforts to hire and promote Asian American faculty, staff, and bilingual persons at state colleges and universities. This report is required as part of the larger State Asian American Employment Plan to improve the delivery of state services to Asian Americans by increasing the number of Asian American state employees serving in supervisory, technical, professional, and managerial positions.

### Richland Community College

Is your institution an Asian American and Native American Pacific Islander-Serving Institutions Program (AANAPISI) with 10% or more of the students classified as Asian American (and Native American or Pacific Islander) enabling the institution to apply for Title III grants?

No

As of June 30, 2018, provide the number of faculty up for tenure at your institution:

	Total that received tenure	Total that did not receive tenure	Total Asian American faculty that received tenure	Total Asian American faculty that did not receive tenure
Total #	3	0	0	0

As of June 30, 2018, provide the number of faculty that separated or left the community college (retired or resigned):

	Total #
Total faculty that experienced separation from the college	5
Total Asian American faculty that experienced separation from the college	0

What percentage of your community college employees are union?

Less than 50%

Does your institution provide budget allocations specifically for the recruitment of Asian American faculty, administrators, or any level job category?

Yes

Provide the FY 2018 budget allocation(s) for each of these recruitment initiatives for Asian American faculty, administrators, or any level job category. (NOTE: THIS ITEM ONLY REQUIRES A RESPONSE IF THE PREVIOUS QUESTION RECEIVED A "YES" RESPONSE.)

Budget resources are allocated for recruitment of Asian faculty for associated employment initiatives. Budget resources are not specifically separated from the total advertising and recruitment budgets.

**This section of the survey will list all activities your institution has undertaken that would help in the implementation of the State of Illinois Asian American Employment Plan for Higher Education.**

What steps has your institution undertaken to ensure that Human Resource staff, responsible for hiring, interviewing, recruitment and Equal Employment Opportunity (EEO) are complying with legislative mandates for the Asian American Employment Plan for Higher Education?

Search committees are formed at the College to assist with the recruiting efforts, and to review and select employment candidates. All search committee members are trained in diversity. In addition all search committees participate in a meeting prior to the review of any applications with a Human Resources representative, which includes reinforcement of the College's commitment to diversity in hiring and the committee's responsibility to support this role. We have also had diversity training with all employees this past year to reinforce the importance of a diverse workforce.

Employment candidates for temporary full and part-time positions are reviewed and selected by the immediate supervisor for the position. All supervisors also participate in the College's Diversity in Hiring training.

Please provide recommendations for increasing the number of Asian American teaching/administrative staff and any Asian language speaking bilinguals at your institution.

Employment opportunities are posted internally. Using the College's website, job opportunities are made available to College employees and students; including minority, protected class, and members of potentially under-represented groups.

The opportunity for Career Options communications and discussions for all employees is also built into the College's Performance Evaluation processes. Career development opportunities are made available to all employees and include the Richland Foundation, which provides funds to support career development. The College also offers professional and training offerings internally throughout the year.

External recruitment efforts routinely include solicitations to the NAACP Decatur branch. Depending on the employment opportunity, other outreach efforts might include the HigherEd.com Affirmative Action Diversity supplement, MinorityNurse.com, Minority/Network.com and Illinoisdiversity.com.

To optimize the selection process, the designated search committee will typically include a minority representative to assist with recruiting ideas and to help maintain fair considerations standards.

Job announcement communications include our statements regarding the College's commitment to diversity, and affirmative invitation directed to members of potentially under-represented groups, and a non-discrimination statement. Diversity is one of the core values of Richland Community College and our core values are included with most everything we do.

Does your institution implement employment incentives to attract Asian American employees such as any of the following (please select all that apply):

- Community Linkages
- Mentorship of a new Asian American Faculty
- Staff Employment Recruitment Plan

For Asian American employees not part of the tenure system at your institution are the following initiatives in place to help provide for promotion? If yes, please provide a dot point of the initiative(s).

Employees with career ladder enhancement

Yes

Please provide a dot point description of the (career ladder) initiative. (NOTE: THIS ITEM ONLY REQUIRES A RESPONSE IF THE PREVIOUS ITEM WAS MARKED "YES".)

The opportunity for career options communications and discussions for all employees is also built into the College's Performance Evaluation processes.

#### Self-development training

Yes

Please provide a dot point description of the (self-development training) initiative. (NOTE: THIS ITEM ONLY REQUIRES A RESPONSE IF THE PREVIOUS ITEM WAS MARKED "YES".)

Career development opportunities made available to employees include Richland Foundation funds available to support career development, an attractive tuition reimbursement benefit, and ongoing professional development and training offerings.

Are there other initiatives in place to help provide for promotion of Asian American employees to report for your institution?

No

How is your institution ensuring that all appropriate staff is complying with the mandatory Hiring and Promotion Monitor requirements? Does your institution conduct internal studies or have surveys for monitoring the recruitment of Asian American employees, and have committees that monitor employment or departure of employees from the institution?

We track applicants, interviewees, job offers, and acceptances by minority and gender status. All regular full-time hire recommendations are reviewed by the appropriate Vice President, Human Resources Director, and the President before any offers of employment are made.

**This section of the survey will list specific initiatives and focus on what your institution has undertaken to further comply with the State of Illinois Asian American Employment Plan.**

Please describe any strategies that your institution is developing to meet the increasing numbers and need of Asian languages speaking students and public that may want access to your institution.

Richland Community College's mission, vision, and core values focus on student success. Faculty and staff work together to develop programs and services that meet the needs of a diverse student population.

Does your institution currently have an Asian American Resource Center (AARC)?

No

Does the community college currently employ culturally competent Asian American recruiters enabling them to communicate and interact with parents and students?

No

## Asian American Employment Plan Survey (HB 4510/P.A. 97-0856)

### Fiscal Year 2018

Public Act 97-0856 requires community colleges (and public universities) to annually report to the legislature their progress on efforts to hire and promote Asian American faculty, staff, and bilingual persons at state colleges and universities. This report is required as part of the larger State Asian American Employment Plan to improve the delivery of state services to Asian Americans by increasing the number of Asian American state employees serving in supervisory, technical, professional, and managerial positions.

### Rock Valley College

Is your institution an Asian American and Native American Pacific Islander-Serving Institutions Program (AANAPISI) with 10% or more of the students classified as Asian American (and Native American or Pacific Islander) enabling the institution to apply for Title III grants?

No

As of June 30, 2018, provide the number of faculty up for tenure at your institution:

	Total that received tenure	Total that did not receive tenure	Total Asian American faculty that received tenure	Total Asian American faculty that did not receive tenure
Total #	8	0	0	0

As of June 30, 2018, provide the number of faculty that separated or left the community college (retired or resigned):

	Total #
Total faculty that experienced separation from the college	18
Total Asian American faculty that experienced separation from the college	0

What percentage of your community college employees are union?

More than 50%

Does your institution provide budget allocations specifically for the recruitment of Asian American faculty, administrators, or any level job category?

No

**This section of the survey will list all activities your institution has undertaken that would help in the implementation of the State of Illinois Asian American Employment Plan for Higher Education.**

What steps has your institution undertaken to ensure that Human Resource staff, responsible for hiring, interviewing, recruitment and Equal Employment Opportunity (EEO) are complying with legislative

### mandates for the Asian American Employment Plan for Higher Education?

Some of the steps our College has taken are that an HR rep meets with all search committee members to explain the hiring selection process along with the College's diversity initiative plan. We strive to have a diverse search committee for each vacant position. Additionally we are focusing with various agencies that work with diverse individuals regarding announcement of position to increase the pool of diverse candidates.

Please provide recommendations for increasing the number of Asian American teaching/administrative staff and any Asian language speaking bilinguals at your institution.

Staff will be in contact with the following agencies who focus and work with diverse individuals regarding announcement of positions will be contacted:

- United Way of Rock River Valley
- IGNITE Rockford (I'm a member so if they let me, I can bring postings to networking events)
- Carpenter's Place
- YWCA
- Winnebago County Diversity Council
- Womanspace
- Diversity Of Rockford Illinois Inc.
- Rise up Rockford
- Rockford Youth Activism
- La Voz Latina
- AAUW Rockford Inc.

HR Generalists are looking to attend job fairs to focus with making an awareness with the diverse population, including individuals in the area high schools.

Job announcements will be distributed to local organizations including non-profits who focus and work with diverse individuals.

Does your institution implement employment incentives to attract Asian American employees such as any of the following (please select all that apply):

- Mentorship of a new Asian American Faculty

For Asian American employees not part of the tenure system at your institution are the following initiatives in place to help provide for promotion? If yes, please provide a dot point of the initiative(s).

Employees with career ladder enhancement

No

Self-development training

Yes

Please provide a dot point description of the (self-development training) initiative. (NOTE: THIS ITEM ONLY REQUIRES A RESPONSE IF THE PREVIOUS ITEM WAS MARKED "YES".)

Employees are offered professional development opportunities in addition to interdepartmental training opportunities. The College offers tuition reimbursement and free tuition for employees wishing to take classes outside and within our institution.

Are there other initiatives in place to help provide for promotion of Asian American employees to report for your institution?

No



How is your institution ensuring that all appropriate staff is complying with the mandatory Hiring and Promotion Monitor requirements? Does your institution conduct internal studies or have surveys for monitoring the recruitment of Asian American employees, and have committees that monitor employment or departure of employees from the institution?

The HR Generalist meets with all search committee members to explain the hiring selection process along with the College Diversity Initiative Plan. Training on diversity is completed before serving on a search committee.

**This section of the survey will list specific initiatives and focus on what your institution has undertaken to further comply with the State of Illinois Asian American Employment Plan.**

Please describe any strategies that your institution is developing to meet the increasing numbers and need of Asian languages speaking students and public that may want access to your institution.

Inform the students of many opportunities RVC has to offer.

Message these students and parents in numerous ways both on and off campus.

Inspire them to believe in a college education making dreams a reality.

Enroll them because RVC is a great place!

Does your institution currently have an Asian American Resource Center (AARC)?

No

Does the community college currently employ culturally competent Asian American recruiters enabling them to communicate and interact with parents and students?

No

## Asian American Employment Plan Survey (HB 4510/P.A. 97-0856)

### Fiscal Year 2018

Public Act 97-0856 requires community colleges (and public universities) to annually report to the legislature their progress on efforts to hire and promote Asian American faculty, staff, and bilingual persons at state colleges and universities. This report is required as part of the larger State Asian American Employment Plan to improve the delivery of state services to Asian Americans by increasing the number of Asian American state employees serving in supervisory, technical, professional, and managerial positions.

### Sauk Valley Community College

Is your institution an Asian American and Native American Pacific Islander-Serving Institutions Program (AANAPISI) with 10% or more of the students classified as Asian American (and Native American or Pacific Islander) enabling the institution to apply for Title III grants?

No

As of June 30, 2018, provide the number of faculty up for tenure at your institution:

	Total that received tenure	Total that did not receive tenure	Total Asian American faculty that received tenure	Total Asian American faculty that did not receive tenure
Total #	2	0	0	0

As of June 30, 2018, provide the number of faculty that separated or left the community college (retired or resigned):

	Total #
Total faculty that experienced separation from the college	4
Total Asian American faculty that experienced separation from the college	0

What percentage of your community college employees are union?

Less than 50%

Does your institution provide budget allocations specifically for the recruitment of Asian American faculty, administrators, or any level job category?

No

**This section of the survey will list all activities your institution has undertaken that would help in the implementation of the State of Illinois Asian American Employment Plan for Higher Education.**

What steps has your institution undertaken to ensure that Human Resource staff, responsible for hiring, interviewing, recruitment and Equal Employment Opportunity (EEO) are complying with legislative

mandates for the Asian American Employment Plan for Higher Education?

The Human Resource staff receive training on the legislative mandates for the Asian American Employment Plan for Higher Education.

Please provide recommendations for increasing the number of Asian American teaching/administrative staff and any Asian language speaking bilinguals at your institution.

The College will target advertising to reach unrepresented groups in an attempt to increase the number of Asian American teaching/administrative staff and any Asian language speaking bilinguals at our institution.

Does your institution implement employment incentives to attract Asian American employees such as any of the following (please select all that apply):

- Internships
- Mentorship of a new Asian American Faculty
- Tuition Reimbursement

For Asian American employees not part of the tenure system at your institution are the following initiatives in place to help provide for promotion? If yes, please provide a dot point of the initiative(s).

Employees with career ladder enhancement

No

Self-development training

Yes

Please provide a dot point description of the (self-development training) initiative. (NOTE: THIS ITEM ONLY REQUIRES A RESPONSE IF THE PREVIOUS ITEM WAS MARKED "YES".)

- Tuition Reimbursement
- SVCC Tuition Waivers
- On the Job Training
- Internships
- Career Counseling

Are there other initiatives in place to help provide for promotion of Asian American employees to report for your institution?

No

How is your institution ensuring that all appropriate staff is complying with the mandatory Hiring and Promotion Monitor requirements? Does your institution conduct internal studies or have surveys for monitoring the recruitment of Asian American employees, and have committees that monitor employment or departure of employees from the institution?

The Human Resource Director meets with all hiring committees and supervisors to review and ensure compliance with the mandatory Hiring and Promotion Monitor requirements. The HR Director also meets with all departing employees and conducts exit interviews.

**This section of the survey will list specific initiatives and focus on what your institution has undertaken to further comply with the State of Illinois Asian American Employment Plan.**

Please describe any strategies that your institution is developing to meet the increasing numbers and need of Asian languages speaking students and public that may want access to your institution.

The College provides services to assist individuals in preparing for promotion, earning citizenship, job preparedness, or assisting family members.

Does your institution currently have an Asian American Resource Center (AARC)?

No

Does the community college currently employ culturally competent Asian American recruiters enabling them to communicate and interact with parents and students?

No

## Asian American Employment Plan Survey (HB 4510/P.A. 97-0856)

### Fiscal Year 2018

Public Act 97-0856 requires community colleges (and public universities) to annually report to the legislature their progress on efforts to hire and promote Asian American faculty, staff, and bilingual persons at state colleges and universities. This report is required as part of the larger State Asian American Employment Plan to improve the delivery of state services to Asian Americans by increasing the number of Asian American state employees serving in supervisory, technical, professional, and managerial positions.

### Shawnee Community College

Is your institution an Asian American and Native American Pacific Islander-Serving Institutions Program (AANAPISI) with 10% or more of the students classified as Asian American (and Native American or Pacific Islander) enabling the institution to apply for Title III grants?

No

As of June 30, 2018, provide the number of faculty up for tenure at your institution:

	Total that received tenure	Total that did not receive tenure	Total Asian American faculty that received tenure	Total Asian American faculty that did not receive tenure
Total #	1	6	0	0

As of June 30, 2018, provide the number of faculty that separated or left the community college (retired or resigned):

	Total #
Total faculty that experienced separation from the college	1
Total Asian American faculty that experienced separation from the college	0

What percentage of your community college employees are union?

Less than 50%

Does your institution provide budget allocations specifically for the recruitment of Asian American faculty, administrators, or any level job category?

No

**This section of the survey will list all activities your institution has undertaken that would help in the implementation of the State of Illinois Asian American Employment Plan for Higher Education.**

What steps has your institution undertaken to ensure that Human Resource staff, responsible for hiring, interviewing, recruitment and Equal Employment Opportunity (EEO) are complying with legislative

mandates for the Asian American Employment Plan for Higher Education?

The Human Resources director and select trained EEO officers monitor the employment screening process in accordance with college policy and employment laws.

Please provide recommendations for increasing the number of Asian American teaching/administrative staff and any Asian language speaking bilinguals at your institution.

By partnering with agencies and having resources with best practices to gather ideas to what we can do to better meet their needs.

Does your institution implement employment incentives to attract Asian American employees such as any of the following (please select all that apply):

- Internships
- Community Linkages
- Mentorship of a new Asian American Faculty
- Staff Employment Recruitment Plan

For Asian American employees not part of the tenure system at your institution are the following initiatives in place to help provide for promotion? If yes, please provide a dot point of the initiative(s).

Employees with career ladder enhancement

Yes

Please provide a dot point description of the (career ladder) initiative. (NOTE: THIS ITEM ONLY REQUIRES A RESPONSE IF THE PREVIOUS ITEM WAS MARKED "YES".)

Continuing Education is encouraged and professional development is available to all staff with a committee who meets regularly.

Self-development training

Yes

Please provide a dot point description of the (self-development training) initiative. (NOTE: THIS ITEM ONLY REQUIRES A RESPONSE IF THE PREVIOUS ITEM WAS MARKED "YES".)

Shawnee College encourages professional development time to attend training or other conferences pertinent to their job or beneficial to them achieving training needed to promote within.

Are there other initiatives in place to help provide for promotion of Asian American employees to report for your institution?

No

How is your institution ensuring that all appropriate staff is complying with the mandatory Hiring and Promotion Monitor requirements? Does your institution conduct internal studies or have surveys for monitoring the recruitment of Asian American employees, and have committees that monitor employment or departure of employees from the institution?

The HR Director as well as selected trained EEO officers monitor the employment screening process in accordance

with college policy. The EEOC officer serves on all employment screening committees for full time positions.

**This section of the survey will list specific initiatives and focus on what your institution has undertaken to further comply with the State of Illinois Asian American Employment Plan.**

Please describe any strategies that your institution is developing to meet the increasing numbers and need of Asian languages speaking students and public that may want access to your institution.

By partnering with agencies and other resources to gain best practices to see what can be implemented at our college.

Does your institution currently have an Asian American Resource Center (AARC)?

No

Does the community college currently employ culturally competent Asian American recruiters enabling them to communicate and interact with parents and students?

No

## Asian American Employment Plan Survey (HB 4510/P.A. 97-0856)

### Fiscal Year 2018

Public Act 97-0856 requires community colleges (and public universities) to annually report to the legislature their progress on efforts to hire and promote Asian American faculty, staff, and bilingual persons at state colleges and universities. This report is required as part of the larger State Asian American Employment Plan to improve the delivery of state services to Asian Americans by increasing the number of Asian American state employees serving in supervisory, technical, professional, and managerial positions.

### South Suburban College

Is your institution an Asian American and Native American Pacific Islander-Serving Institutions Program (AANAPISI) with 10% or more of the students classified as Asian American (and Native American or Pacific Islander) enabling the institution to apply for Title III grants?

No

As of June 30, 2018, provide the number of faculty up for tenure at your institution:

	Total that received tenure	Total that did not receive tenure	Total Asian American faculty that received tenure	Total Asian American faculty that did not receive tenure
Total #	5	0	0	0

As of June 30, 2018, provide the number of faculty that separated or left the community college (retired or resigned):

	Total #
Total faculty that experienced separation from the college	7
Total Asian American faculty that experienced separation from the college	0

What percentage of your community college employees are union?

More than 50%

Does your institution provide budget allocations specifically for the recruitment of Asian American faculty, administrators, or any level job category?

No

**This section of the survey will list all activities your institution has undertaken that would help in the implementation of the State of Illinois Asian American Employment Plan for Higher Education.**

What steps has your institution undertaken to ensure that Human Resource staff, responsible for hiring, interviewing, recruitment and Equal Employment Opportunity (EEO) are complying with legislative



mandates for the Asian American Employment Plan for Higher Education?

South Suburban College is an equal opportunity employer with a diverse workforce. South Suburban College provides hiring guidelines to the search committees involved in recruiting, interviewing, and recommending the final candidates. The search committees are composed of diverse members. Final candidates are then reviewed with the Vice President of the hiring area. South Suburban College strictly enforces its EEO Policy, prohibits unlawful discrimination on the basis of race, national origin and all other legally protected categories.

Please provide recommendations for increasing the number of Asian American teaching/administrative staff and any Asian language speaking bilinguals at your institution.

To increase our applicant pool, SSC has regular and consistent pay increases based on a negotiated contract. SSC has also increased the advertising budget for quality faculty. As certain key positions become available, it is discussed if there is a bilingual need. Based on student needs, at this time, the College adequately serves our Asian American population.

Does your institution implement employment incentives to attract Asian American employees such as any of the following (please select all that apply):

- Mentorship of a new Asian American Faculty

For Asian American employees not part of the tenure system at your institution are the following initiatives in place to help provide for promotion? If yes, please provide a dot point of the initiative(s).

Employees with career ladder enhancement

No

Self-development training

Yes

Please provide a dot point description of the (self-development training) initiative. (NOTE: THIS ITEM ONLY REQUIRES A RESPONSE IF THE PREVIOUS ITEM WAS MARKED "YES".)

A variety of professional development opportunities are available to employees through staff/faculty development committees. They offer on-campus workshops, seminars, and all day events. SSC also offers tuition waivers and tuition reimbursement.

Are there other initiatives in place to help provide for promotion of Asian American employees to report for your institution?

No

How is your institution ensuring that all appropriate staff is complying with the mandatory Hiring and Promotion Monitor requirements? Does your institution conduct internal studies or have surveys for monitoring the recruitment of Asian American employees, and have committees that monitor employment or departure of employees from the institution?

SSC is an equal opportunity employer with a diverse workforce. SSC strictly enforces its EEO Policy, prohibits unlawful discrimination on the basis of race, national origin and all other legally protected categories.

**This section of the survey will list specific initiatives and focus on what your institution has undertaken to further comply with the State of Illinois Asian American Employment Plan.**

Please describe any strategies that your institution is developing to meet the increasing numbers and need of Asian languages speaking students and public that may want access to your institution.

South Suburban College has Google Translate on the College's website. South Suburban employs bilingual employees throughout the College to help when needed and has also hired temporary interpreters/translators at peak times.

Does your institution currently have an Asian American Resource Center (AARC)?

No

Does the community college currently employ culturally competent Asian American recruiters enabling them to communicate and interact with parents and students?

N/A

## Asian American Employment Plan Survey (HB 4510/P.A. 97-0856)

### Fiscal Year 2018

Public Act 97-0856 requires community colleges (and public universities) to annually report to the legislature their progress on efforts to hire and promote Asian American faculty, staff, and bilingual persons at state colleges and universities. This report is required as part of the larger State Asian American Employment Plan to improve the delivery of state services to Asian Americans by increasing the number of Asian American state employees serving in supervisory, technical, professional, and managerial positions.

### Southeastern Illinois College

Is your institution an Asian American and Native American Pacific Islander-Serving Institutions Program (AANAPISI) with 10% or more of the students classified as Asian American (and Native American or Pacific Islander) enabling the institution to apply for Title III grants?

No

As of June 30, 2018, provide the number of faculty up for tenure at your institution:

	Total that received tenure	Total that did not receive tenure	Total Asian American faculty that received tenure	Total Asian American faculty that did not receive tenure
Total #	1	3	0	0

As of June 30, 2018, provide the number of faculty that separated or left the community college (retired or resigned):

	Total #
Total faculty that experienced separation from the college	2
Total Asian American faculty that experienced separation from the college	0

What percentage of your community college employees are union?

Less than 50%

Does your institution provide budget allocations specifically for the recruitment of Asian American faculty, administrators, or any level job category?

Yes

Provide the FY 2018 budget allocation(s) for each of these recruitment initiatives for Asian American faculty, administrators, or any level job category. (NOTE: THIS ITEM ONLY REQUIRES A RESPONSE IF THE PREVIOUS QUESTION RECEIVED A "YES" RESPONSE.)

\$25,500 was budgeted for all hiring recruitment activities including Asian American.

**This section of the survey will list all activities your institution has undertaken that would help in the implementation of the State of Illinois Asian American Employment Plan for Higher Education.**

What steps has your institution undertaken to ensure that Human Resource staff, responsible for hiring, interviewing, recruitment and Equal Employment Opportunity (EEO) are complying with legislative mandates for the Asian American Employment Plan for Higher Education?

As part of Southeastern's hiring process, a hiring manual has been developed to provide guidance for search committees regarding hiring, interviewing, recruitment, and EEO guidelines. Southeastern Illinois College is committed to providing equal opportunity through its employment practices and educational programs and through the many services it provides to the community. The Board of Trustees of Community College District No. 533 will make all personnel decisions without regard to race, color, religion, sex, age, national origin, citizenship status, ancestry, marital status, parental status, pregnancy, family status, military discharge status, sexual orientation, gender identity, disability or handicap unrelated to an individual's ability to perform the essential functions of the job, association with a person with a disability or handicap, military status, source of income, housing status or any other category protected by law. Additionally, administrators monitor the search/recruitment process by ensuring that the policy for hiring is followed.

Please provide recommendations for increasing the number of Asian American teaching/administrative staff and any Asian language speaking bilinguals at your institution.

To continue the recruitment process that Southeastern Illinois College has implemented: recruitment in Chronicle of Higher Education publications; recruitment initiatives at major universities with career centers; continue to recruit through monster.com and other online mediums.

Does your institution implement employment incentives to attract Asian American employees such as any of the following (please select all that apply):

- Community Linkages
- Mentorship of a new Asian American Faculty
- Staff Employment Recruitment Plan

For Asian American employees not part of the tenure system at your institution are the following initiatives in place to help provide for promotion? If yes, please provide a dot point of the initiative(s).

Employees with career ladder enhancement

Yes

Please provide a dot point description of the (career ladder) initiative. (NOTE: THIS ITEM ONLY REQUIRES A RESPONSE IF THE PREVIOUS ITEM WAS MARKED "YES".)

All employees are eligible to advance their careers through vacant positions.

Self-development training

Yes

Please provide a dot point description of the (self-development training) initiative. (NOTE: THIS ITEM ONLY REQUIRES A RESPONSE IF THE PREVIOUS ITEM WAS MARKED "YES".)

Professional Development Workshops are held throughout the academic year as well as development opportunities are provided for faculty and staff who wish to participate.

Are there other initiatives in place to help provide for promotion of Asian American employees to report for your institution?

No

How is your institution ensuring that all appropriate staff is complying with the mandatory Hiring and Promotion Monitor requirements? Does your institution conduct internal studies or have surveys for monitoring the recruitment of Asian American employees, and have committees that monitor employment or departure of employees from the institution?

The Vice President and Deans are reviewing and monitoring all search committee to ensure policy and process are followed for hiring. Additionally, HR is meeting with all division and hiring chairs to ensure process is followed.

**This section of the survey will list specific initiatives and focus on what your institution has undertaken to further comply with the State of Illinois Asian American Employment Plan.**

Please describe any strategies that your institution is developing to meet the increasing numbers and need of Asian languages speaking students and public that may want access to your institution.

Not applicable

Does your institution currently have an Asian American Resource Center (AARC)?

No

Does the community college currently employ culturally competent Asian American recruiters enabling them to communicate and interact with parents and students?

N/A

## Asian American Employment Plan Survey (HB 4510/P.A. 97-0856)

### Fiscal Year 2018

Public Act 97-0856 requires community colleges (and public universities) to annually report to the legislature their progress on efforts to hire and promote Asian American faculty, staff, and bilingual persons at state colleges and universities. This report is required as part of the larger State Asian American Employment Plan to improve the delivery of state services to Asian Americans by increasing the number of Asian American state employees serving in supervisory, technical, professional, and managerial positions.

### Southwestern Illinois College

Is your institution an Asian American and Native American Pacific Islander-Serving Institutions Program (AANAPISI) with 10% or more of the students classified as Asian American (and Native American or Pacific Islander) enabling the institution to apply for Title III grants?

No

As of June 30, 2018, provide the number of faculty up for tenure at your institution:

	Total that received tenure	Total that did not receive tenure	Total Asian American faculty that received tenure	Total Asian American faculty that did not receive tenure
Total #	148	684	3	7

As of June 30, 2018, provide the number of faculty that separated or left the community college (retired or resigned):

	Total #
Total faculty that experienced separation from the college	36
Total Asian American faculty that experienced separation from the college	0

What percentage of your community college employees are union?

More than 50%

Does your institution provide budget allocations specifically for the recruitment of Asian American faculty, administrators, or any level job category?

No

**This section of the survey will list all activities your institution has undertaken that would help in the implementation of the State of Illinois Asian American Employment Plan for Higher Education.**

What steps has your institution undertaken to ensure that Human Resource staff, responsible for hiring, interviewing, recruitment and Equal Employment Opportunity (EEO) are complying with legislative

mandates for the Asian American Employment Plan for Higher Education?

SWIC requires at least one person in each hiring committee to complete a workshop on recruitment, interviewing and hiring. This workshop includes a discussion about how to avoid bias and focus on hiring the best person for the job.

Please provide recommendations for increasing the number of Asian American teaching/administrative staff and any Asian language speaking bilinguals at your institution.

N/A

Does your institution implement employment incentives to attract Asian American employees such as any of the following (please select all that apply):

- None / Not applicable

For Asian American employees not part of the tenure system at your institution are the following initiatives in place to help provide for promotion? If yes, please provide a dot point of the initiative(s).

Employees with career ladder enhancement

No

Self-development training

Yes

Please provide a dot point description of the (self-development training) initiative. (NOTE: THIS ITEM ONLY REQUIRES A RESPONSE IF THE PREVIOUS ITEM WAS MARKED "YES".)

SWIC requires at least one person in each hiring committee to complete a workshop on recruitment, interviewing and hiring. This workshop includes a discussion about how to avoid bias and focus on hiring the best person for the job.

Are there other initiatives in place to help provide for promotion of Asian American employees to report for your institution?

No

How is your institution ensuring that all appropriate staff is complying with the mandatory Hiring and Promotion Monitor requirements? Does your institution conduct internal studies or have surveys for monitoring the recruitment of Asian American employees, and have committees that monitor employment or departure of employees from the institution?

H.R. runs an analysis of each applicant pool recruited for full-time positions to ensure that we have reached minority candidates. The search is not closed until we have ensured a successful search effort.

**This section of the survey will list specific initiatives and focus on what your institution has undertaken to further comply with the State of Illinois Asian American Employment Plan.**

Please describe any strategies that your institution is developing to meet the increasing numbers and need of Asian languages speaking students and public that may want access to your institution.

N/A

Does your institution currently have an Asian American Resource Center (AARC)?

No

Does the community college currently employ culturally competent Asian American recruiters enabling them to communicate and interact with parents and students?

No



## Asian American Employment Plan Survey (HB 4510/P.A. 97-0856)

### Fiscal Year 2018

Public Act 97-0856 requires community colleges (and public universities) to annually report to the legislature their progress on efforts to hire and promote Asian American faculty, staff, and bilingual persons at state colleges and universities. This report is required as part of the larger State Asian American Employment Plan to improve the delivery of state services to Asian Americans by increasing the number of Asian American state employees serving in supervisory, technical, professional, and managerial positions.

### Spoon River College

Is your institution an Asian American and Native American Pacific Islander-Serving Institutions Program (AANAPISI) with 10% or more of the students classified as Asian American (and Native American or Pacific Islander) enabling the institution to apply for Title III grants?

No

As of June 30, 2018, provide the number of faculty up for tenure at your institution:

	Total that received tenure	Total that did not receive tenure	Total Asian American faculty that received tenure	Total Asian American faculty that did not receive tenure
Total #	2	1	0	0

As of June 30, 2018, provide the number of faculty that separated or left the community college (retired or resigned):

	Total #
Total faculty that experienced separation from the college	1
Total Asian American faculty that experienced separation from the college	0

What percentage of your community college employees are union?

Less than 50%

Does your institution provide budget allocations specifically for the recruitment of Asian American faculty, administrators, or any level job category?

Yes

Provide the FY 2018 budget allocation(s) for each of these recruitment initiatives for Asian American faculty, administrators, or any level job category. (NOTE: THIS ITEM ONLY REQUIRES A RESPONSE IF THE PREVIOUS QUESTION RECEIVED A "YES" RESPONSE.)

\$500 for advertising.

**This section of the survey will list all activities your institution has undertaken that would help in the implementation of the State of Illinois Asian American Employment Plan for Higher Education.**

What steps has your institution undertaken to ensure that Human Resource staff, responsible for hiring, interviewing, recruitment and Equal Employment Opportunity (EEO) are complying with legislative mandates for the Asian American Employment Plan for Higher Education?

Increased advertising in EEO journals and online. All hiring supervisors are required to comply with the college's hiring procedures and EEO policies. The college utilizes an online recruiting system to collect employment applications.

Please provide recommendations for increasing the number of Asian American teaching/administrative staff and any Asian language speaking bilinguals at your institution.

Increased advertising in EEO journals and online.

Does your institution implement employment incentives to attract Asian American employees such as any of the following (please select all that apply):

- None / Not applicable

For Asian American employees not part of the tenure system at your institution are the following initiatives in place to help provide for promotion? If yes, please provide a dot point of the initiative(s).

Employees with career ladder enhancement

No

Self-development training

No

Are there other initiatives in place to help provide for promotion of Asian American employees to report for your institution?

No

How is your institution ensuring that all appropriate staff is complying with the mandatory Hiring and Promotion Monitor requirements? Does your institution conduct internal studies or have surveys for monitoring the recruitment of Asian American employees, and have committees that monitor employment or departure of employees from the institution?

Hiring procedures are regularly audited for legal compliance and all hires follow an approval process which includes the Human Resources Director, Budget Officer, and the President.

**This section of the survey will list specific initiatives and focus on what your institution has undertaken to further comply with the State of Illinois Asian American Employment Plan.**

Please describe any strategies that your institution is developing to meet the increasing numbers and need of Asian languages speaking students and public that may want access to your institution.

NA

Does your institution currently have an Asian American Resource Center (AARC)?

No

Does the community college currently employ culturally competent Asian American recruiters enabling them to communicate and interact with parents and students?

N/A

## Asian American Employment Plan Survey (HB 4510/P.A. 97-0856)

### Fiscal Year 2018

Public Act 97-0856 requires community colleges (and public universities) to annually report to the legislature their progress on efforts to hire and promote Asian American faculty, staff, and bilingual persons at state colleges and universities. This report is required as part of the larger State Asian American Employment Plan to improve the delivery of state services to Asian Americans by increasing the number of Asian American state employees serving in supervisory, technical, professional, and managerial positions.

### Triton College

Is your institution an Asian American and Native American Pacific Islander-Serving Institutions Program (AANAPISI) with 10% or more of the students classified as Asian American (and Native American or Pacific Islander) enabling the institution to apply for Title III grants?

No

As of June 30, 2018, provide the number of faculty up for tenure at your institution:

	Total that received tenure	Total that did not receive tenure	Total Asian American faculty that received tenure	Total Asian American faculty that did not receive tenure
Total #	4	0	0	0

As of June 30, 2018, provide the number of faculty that separated or left the community college (retired or resigned):

	Total #
Total faculty that experienced separation from the college	4
Total Asian American faculty that experienced separation from the college	0

What percentage of your community college employees are union?

Less than 50%

Does your institution provide budget allocations specifically for the recruitment of Asian American faculty, administrators, or any level job category?

No

**This section of the survey will list all activities your institution has undertaken that would help in the implementation of the State of Illinois Asian American Employment Plan for Higher Education.**

What steps has your institution undertaken to ensure that Human Resource staff, responsible for hiring, interviewing, recruitment and Equal Employment Opportunity (EEO) are complying with legislative

mandates for the Asian American Employment Plan for Higher Education?

1. Annually review the legislative mandates

Please provide recommendations for increasing the number of Asian American teaching/administrative staff and any Asian language speaking bilinguals at your institution.

1. Diverse hiring committees
2. Targeted advertising
3. Training

Does your institution implement employment incentives to attract Asian American employees such as any of the following (please select all that apply):

- None / Not applicable

For Asian American employees not part of the tenure system at your institution are the following initiatives in place to help provide for promotion? If yes, please provide a dot point of the initiative(s).

Employees with career ladder enhancement

No

Self-development training

Yes

Please provide a dot point description of the (self-development training) initiative. (NOTE: THIS ITEM ONLY REQUIRES A RESPONSE IF THE PREVIOUS ITEM WAS MARKED "YES".)

1. Tuition waiver and tuition reimbursement
2. Professional development workshops

Are there other initiatives in place to help provide for promotion of Asian American employees to report for your institution?

No

How is your institution ensuring that all appropriate staff is complying with the mandatory Hiring and Promotion Monitor requirements? Does your institution conduct internal studies or have surveys for monitoring the recruitment of Asian American employees, and have committees that monitor employment or departure of employees from the institution?

1. An Affirmative Action Plan is created every year with hiring trends reviewed.

**This section of the survey will list specific initiatives and focus on what your institution has undertaken to further comply with the State of Illinois Asian American Employment Plan.**

Please describe any strategies that your institution is developing to meet the increasing numbers and need of Asian languages speaking students and public that may want access to your institution.

1. Diverse hiring committees
2. Targeted advertising
3. Training

Does your institution currently have an Asian American Resource Center (AARC)?

No

Does the community college currently employ culturally competent Asian American recruiters enabling them to communicate and interact with parents and students?

N/A

## Asian American Employment Plan Survey (HB 4510/P.A. 97-0856)

### Fiscal Year 2018

Public Act 97-0856 requires community colleges (and public universities) to annually report to the legislature their progress on efforts to hire and promote Asian American faculty, staff, and bilingual persons at state colleges and universities. This report is required as part of the larger State Asian American Employment Plan to improve the delivery of state services to Asian Americans by increasing the number of Asian American state employees serving in supervisory, technical, professional, and managerial positions.

### Waubensee Community College

Is your institution an Asian American and Native American Pacific Islander-Serving Institutions Program (AANAPISI) with 10% or more of the students classified as Asian American (and Native American or Pacific Islander) enabling the institution to apply for Title III grants?

No

As of June 30, 2018, provide the number of faculty up for tenure at your institution:

	Total that received tenure	Total that did not receive tenure	Total Asian American faculty that received tenure	Total Asian American faculty that did not receive tenure
Total #	2	0	0	0

As of June 30, 2018, provide the number of faculty that separated or left the community college (retired or resigned):

	Total #
Total faculty that experienced separation from the college	9
Total Asian American faculty that experienced separation from the college	0

What percentage of your community college employees are union?

Less than 50%

Does your institution provide budget allocations specifically for the recruitment of Asian American faculty, administrators, or any level job category?

No

**This section of the survey will list all activities your institution has undertaken that would help in the implementation of the State of Illinois Asian American Employment Plan for Higher Education.**

What steps has your institution undertaken to ensure that Human Resource staff, responsible for hiring, interviewing, recruitment and Equal Employment Opportunity (EEO) are complying with legislative

mandates for the Asian American Employment Plan for Higher Education?

On annual basis Waubonsee Community College presents an Affirmative Action Plan in an effort to demonstrate a commitment to diversity, inclusion, and equal opportunity. Waubonsee also conducts training for search committees and diversity and inclusion training.

Please provide recommendations for increasing the number of Asian American teaching/administrative staff and any Asian language speaking bilinguals at your institution.

We use publications, job fairs and job boards that appeal to a diverse audience of candidates.

Does your institution implement employment incentives to attract Asian American employees such as any of the following (please select all that apply):

- Internships
- Community Linkages
- Mentorship of a new Asian American Faculty

For Asian American employees not part of the tenure system at your institution are the following initiatives in place to help provide for promotion? If yes, please provide a dot point of the initiative(s).

Employees with career ladder enhancement

No

Self-development training

Yes

Please provide a dot point description of the (self-development training) initiative. (NOTE: THIS ITEM ONLY REQUIRES A RESPONSE IF THE PREVIOUS ITEM WAS MARKED "YES".)

Tuition waivers and reimbursement

Certificate and Conferences, Skills based training

Workshops and Webinars training

Are there other initiatives in place to help provide for promotion of Asian American employees to report for your institution?

No

How is your institution ensuring that all appropriate staff is complying with the mandatory Hiring and Promotion Monitor requirements? Does your institution conduct internal studies or have surveys for monitoring the recruitment of Asian American employees, and have committees that monitor employment or departure of employees from the institution?

On an annual basis Waubonsee Community College presents an Affirmative Action Plan in an effort to demonstrate achievement in hiring and promoting of Asian American staff. We ensure that hiring managers follow established hiring procedures. We implemented an internal hiring policy to help advance the careers of internal staff. We also have ongoing evaluations of our training's and procedures.

**This section of the survey will list specific initiatives and focus on what your institution has**



**undertaken to further comply with the State of Illinois Asian American Employment Plan.**

Please describe any strategies that your institution is developing to meet the increasing numbers and need of Asian languages speaking students and public that may want access to your institution.

Waubonsee conducted a local community needs assessment report to better understand the community's awareness of current programs and offerings. Actions to be taken based on findings in report: boosting awareness of college offerings to underrepresented populations and remove enrollment roadblocks by providing clarity around perceived financial barriers.

Does your institution currently have an Asian American Resource Center (AARC)?

No

Does the community college currently employ culturally competent Asian American recruiters enabling them to communicate and interact with parents and students?

No



Illinois Community College Board  
Table 6  
UTILIZATION RATE FOR ASIAN AMERICAN FACULTY AND STAFF  
EMPLOYED IN ILLINOIS PUBLIC COMMUNITY COLLEGES IN FISCAL YEAR 2018  
BY EMPLOYEE GROUP AND COLLEGE

Dist. No.	District/College	Tenured Faculty/ Officials & Managers	Non-Tenured Faculty	Professional Staff/ Protective Service Workers	Office & Clerical/ Paraprofessionals	Service Maintenance	Total
503	Black Hawk	-0.4%	-0.5%	-1.7%	-1.7%	-1.7%	-1.0%
518	Carl Sandburg*	-0.9%	1.7%	0.9%	-0.9%	-0.9%	0.8%
508	City Colleges of Chicago	(1.6%)	(0.9%)	(0.4%)	(-1.5%)	(-6.1%)	(-0.3%)
	Harold Washington	NA	NA	NA	NA	NA	NA
	Harry S Truman	NA	NA	NA	NA	NA	NA
	Kennedy-King	NA	NA	NA	NA	NA	NA
	Malcolm X	NA	NA	NA	NA	NA	NA
	Olive-Harvey	NA	NA	NA	NA	NA	NA
	Richard J. Daley	NA	NA	NA	NA	NA	NA
	Wilbur Wright	NA	NA	NA	NA	NA	NA
	District Office	NA	NA	NA	NA	NA	NA
502	College of DuPage	-4.4%	-3.9%	-6.4%	-6.5%	-9.1%	-4.9%
532	College of Lake County	-0.7%	-2.5%	-4.0%	-4.8%	-2.4%	-2.8%
507	Danville Area	1.6%	-0.9%	0.9%	-0.9%	-0.9%	0.3%
509	Elgin	-8.1%	-3.4%	-4.4%	-2.7%	-10.3%	-5.1%
512	Harper	-11.6%	-10.9%	-10.1%	-9.4%	-10.8%	-10.7%
540	Heartland	-1.6%	-1.3%	-1.1%	-4.2%	-4.2%	-1.5%
519	Highland*	4.4%	-0.6%	0.8%	1.6%	-0.6%	0.8%
514	Illinois Central	-0.1%	-0.9%	-1.1%	-0.7%	-1.4%	-0.9%
529	Illinois Eastern	(-0.1%)	(-0.2%)	(-0.3%)	(-0.7%)	(-0.7%)	(-0.2%)
	Frontier	NA	NA	NA	NA	NA	NA
	Lincoln Trail	NA	NA	NA	NA	NA	NA
	Olney Central	NA	NA	NA	NA	NA	NA
	Wabash Valley	NA	NA	NA	NA	NA	NA
	District Office	NA	NA	NA	NA	NA	NA
513	Illinois Valley	0.3%	-0.4%	-0.9%	0.8%	-0.9%	-0.2%
530	John A. Logan	-2.2%	-0.3%	-0.8%	-2.2%	-2.2%	-1.2%
539	John Wood	-0.7%	0.0%	1.0%	-0.7%	-0.7%	-0.1%
525	Joliet Junior	-3.4%	-2.8%	-2.5%	-2.8%	-3.4%	-2.9%
520	Kankakee	0.0%	1.6%	0.9%	-1.0%	-1.0%	0.6%
501	Kaskaskia	1.8%	-0.2%	-0.6%	2.2%	-0.6%	0.3%
523	Kishwaukee	-2.8%	-0.4%	-1.2%	0.0%	-2.8%	-1.2%
517	Lake Land	0.4%	0.2%	1.8%	0.3%	-0.7%	0.9%
536	Lewis and Clark	-0.9%	0.5%	-0.9%	-0.9%	0.5%	-0.2%
526	Lincoln Land	-0.9%	0.9%	-0.6%	0.8%	-1.4%	0.0%
528	McHenry County	0.5%	1.5%	0.9%	0.2%	4.3%	1.0%
524	Moraine Valley	-0.2%	2.0%	0.2%	-3.3%	-3.3%	0.3%
527	Morton	-1.8%	0.7%	-0.2%	-1.8%	-1.8%	-0.2%
535	Oakton	-11.3%	-7.3%	-7.6%	-10.1%	-14.7%	-8.7%
505	Parkland	-5.5%	-4.9%	-7.1%	-3.9%	-9.1%	-6.0%
515	Prairie State	0.6%	0.4%	-1.3%	-0.4%	-1.3%	-0.2%
521	Rend Lake	-0.7%	-0.7%	-0.7%	-0.7%	-0.7%	-0.7%
537	Richland	-0.1%	0.4%	-1.1%	-1.1%	-1.1%	-0.2%
511	Rock Valley	-1.4%	-2.5%	-1.6%	-1.7%	-2.5%	-1.8%
506	Sauk Valley	-0.6%	0.3%	-0.6%	-0.6%	-0.6%	-0.3%
531	Shawnee	1.5%	-0.4%	-0.4%	-0.4%	-0.4%	0.0%
510	South Suburban	1.3%	0.0%	-0.5%	-1.3%	-1.3%	-0.1%
533	Southeastern Illinois	-0.4%	0.4%	3.3%	-0.4%	-0.4%	0.8%
522	Southwestern Illinois	0.9%	-0.1%	-0.6%	1.2%	-1.2%	-0.2%
534	Spoon River	2.6%	-0.1%	-1.2%	-1.2%	-1.2%	0.2%
504	Triton	1.6%	-0.3%	-0.4%	-4.0%	-4.0%	-0.9%
516	Waubensee	<u>1.0%</u>	<u>0.2%</u>	<u>-2.4%</u>	<u>-2.3%</u>	<u>-3.7%</u>	<u>-0.9%</u>
TOTALS		-2.4%	-1.8%	-2.4%	-3.2%	-4.9%	-2.4%

\*Includes revised college figures

NA = Data Not Available

EEOC Administrative Staff/Technicians and Skilled Craft Workers categories are included in the Professional Staff/Protective Service Workers category.

SOURCE OF DATA: ICCB Centralized Data System--Annual Faculty, Staff, and Salary (C3) Data and Index of Need, Illinois Census,

SIU-Edwardsville Department of Business/Economics



Illinois Community College Board  
Table 7  
SUMMARY OF ASIAN AMERICAN FACULTY AND STAFF  
EMPLOYED IN ILLINOIS PUBLIC COMMUNITY COLLEGES IN FISCAL YEAR 2018  
BY EMPLOYEE GROUP AND COLLEGE

Dist. No.	District/College	Tenured Faculty/ Officials & Managers	Non-Tenured Faculty	Professional Staff/ Protective Service Workers	Office & Clerical/ Paraprofessionals	Service Maintenance	Total
503	Black Hawk	2	3	0	0	0	5
518	Carl Sandburg	0	4	3	0	0	7
508	City Colleges of Chicago	(70)	(138)	(146)	(26)	(6)	(386)
	Harold Washington	10	34	21	4	1	70
	Harry S Truman	11	24	55	16	2	108
	Kennedy-King	4	9	6	0	0	19
	Malcolm X	16	24	13	1	1	55
	Olive-Harvey	4	2	4	0	0	10
	Richard J. Daley	10	14	4	1	0	29
	Wilbur Wright	7	31	27	4	1	70
	District Office	8	0	16	0	1	25
502	College of DuPage	20	117	25	19	3	184
532	College of Lake County	19	42	14	5	6	86
507	Danville Area	2	0	3	0	0	5
509	Elgin	5	28	11	11	0	55
512	Harper	11	30	20	12	4	77
540	Heartland	4	9	8	0	0	21
519	Highland	3	0	1	1	0	5
514	Illinois Central	5	7	6	2	1	21
529	Illinois Eastern	(1)	(2)	(1)	(0)	(0)	(4)
	Frontier	0	0	0	0	0	0
	Lincoln Trail	1	1	0	0	0	2
	Olney Central	0	1	0	0	0	1
	Wabash Valley	0	0	1	0	0	1
	District Office	0	0	0	0	0	0
513	Illinois Valley	1	1	0	1	0	3
530	John A. Logan	0	4	1	0	0	5
539	John Wood	0	1	1	0	0	2
525	Joliet Junior	0	4	3	1	0	8
520	Kankakee	1	5	2	0	0	8
501	Kaskaskia	2	1	0	1	0	4
523	Kishwaukee	0	4	2	1	0	7
517	Lake Land	1	2	8	1	0	12
536	Lewis and Clark	0	5	0	0	1	6
526	Lincoln Land	1	8	2	2	0	13
528	McHenry County	4	12	4	3	1	24
524	Moraine Valley	6	36	6	0	0	48
527	Morton	0	5	2	0	0	7
535	Oakton	13	69	24	12	3	121
505	Parkland	7	19	10	3	0	39
515	Prairie State	2	5	0	2	0	9
521	Rend Lake	0	0	0	0	0	0
537	Richland	1	2	0	0	0	3
511	Rock Valley	2	0	1	1	0	4
506	Sauk Valley	0	1	0	0	0	1
531	Shawnee	1	0	0	0	0	1
510	South Suburban	3	4	1	0	0	8
533	Southeastern Illinois	0	1	2	0	0	3
522	Southwestern Illinois	3	7	2	1	0	13
534	Spoon River	2	1	0	0	0	3
504	Triton	9	27	10	0	0	46
516	Waubensee	<u>9</u>	<u>20</u>	<u>4</u>	<u>2</u>	<u>0</u>	<u>35</u>
TOTALS		210	624	323	107	25	1,289

EEOC Administrative Staff/Technicians and Skilled Craft Workers categories are included in the Professional Staff/Protective Service Workers category.  
SOURCE OF DATA: ICCB Centralized Data System--Annual Faculty, Staff, and Salary (C3) Data



Illinois Community College Board

Table 8

SUMMARY OF TOTAL FACULTY AND STAFF  
EMPLOYED IN ILLINOIS PUBLIC COMMUNITY COLLEGES IN FISCAL YEAR 2018  
BY EMPLOYEE GROUP AND COLLEGE

Dist. No.	District/College	Tenured Faculty/ Officials & Managers	Non-Tenured Faculty	Professional Staff/ Protective Service Workers	Office & Clerical/ Paraprofessionals	Service Maintenance	Total
503	Black Hawk	152	236	125	74	46	633
518	Carl Sandburg*	58	150	166	19	18	411
508	City Colleges of Chicago	(822)	(1,773)	(2,015)	(479)	(773)	(5,862)
	Harold Washington	133	374	269	75	77	928
	Harry S Truman	90	269	370	74	96	899
	Kennedy-King	86	131	293	61	159	730
	Malcolm X	137	273	251	61	103	825
	Olive-Harvey	80	96	155	50	104	485
	Richard J. Daley	84	262	174	57	124	701
	Wilbur Wright	120	368	280	81	86	935
	District Office	92	0	223	20	24	359
502	College of DuPage	276	1,507	480	367	120	2,750
532	College of Lake County	257	758	345	155	106	1,621
507	Danville Area	78	99	160	35	21	393
509	Elgin	227	403	188	145	88	1,051
512	Harper	302	687	385	204	89	1,667
540	Heartland	153	313	260	45	11	782
519	Highland*	60	152	73	46	35	366
514	Illinois Central	233	511	487	129	109	1,469
529	Illinois Eastern	(163)	(382)	(254)	(65)	(37)	(901)
	Frontier	23	156	27	11	4	221
	Lincoln Trail	22	67	44	15	10	158
	Olney Central	53	74	45	14	9	195
	Wabash Valley	44	85	93	15	9	246
	District Office	21	0	45	10	5	81
513	Illinois Valley	82	197	86	59	20	444
530	John A. Logan	100	204	72	75	44	495
539	John Wood	70	144	58	39	13	324
525	Joliet Junior	239	692	357	183	171	1,642
520	Kankakee	100	192	104	81	27	504
501	Kaskaskia	84	223	64	36	41	448
523	Kishwaukee	85	161	122	35	34	437
517	Lake Land	96	235	321	97	27	776
536	Lewis and Clark	171	360	124	122	74	851
526	Lincoln Land	193	342	237	90	50	912
528	McHenry County	138	312	123	115	15	703
524	Moraine Valley	198	686	174	193	80	1,331
527	Morton	84	205	123	25	20	457
535	Oakton	169	593	211	135	71	1,179
505	Parkland	196	460	516	58	58	1,288
515	Prairie State	108	299	185	235	24	851
521	Rend Lake	84	173	116	27	82	482
537	Richland	104	137	70	33	5	349
511	Rock Valley	187	188	117	121	20	633
506	Sauk Valley	49	105	64	31	22	271
531	Shawnee	54	129	48	21	3	255
510	South Suburban	113	300	122	75	25	635
533	Southeastern Illinois	50	115	54	17	9	245
522	Southwestern Illinois	148	684	376	42	103	1,353
534	Spoon River	53	93	39	30	5	220
504	Triton	160	723	276	223	85	1,467
516	Waubensee	<u>194</u>	<u>511</u>	<u>314</u>	<u>148</u>	<u>105</u>	<u>1,272</u>
	TOTALS	6,090	15,434	9,411	4,109	2,686	37,730

\*Includes revised college figures

EEOC Administrative Staff/Technicians and Skilled Craft Workers categories are included in the Professional Staff/Protective Service Workers category.

SOURCE OF DATA: ICCB Centralized Data System--Annual Faculty, Staff, and Salary (C3) Data

Asian American Employment Plan Report  
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