

April 19, 2011

**TO:** BOARD OF TRUSTEES  
Valencia Community College

**FROM:** SANFORD C. SHUGART  
President

**RE:** ANNUAL EQUITY UPDATE PLAN, PART I - EMPLOYMENT

RECOMMENDED ACTION:

The President recommends that the Board approve the attached Annual Equity Update Plan, Part I – Employment as presented.

A handwritten signature in black ink, reading "Sanford C. Shugart". The signature is written in a cursive style with a large initial 'S' and 'C'.

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President

**2010-2011**

**Valencia Community College  
Annual Equity Update Plan, Part 1**



**Dr. Sanford C. Shugart**  
President

**Dr. Stanley H. Stone**  
Vice President, Human Resources  
& Diversity

**The Florida College System  
Annual Equity Update Report 2010-11**

**Part I  
College Employment  
Equity Accountability Plan  
For  
Valencia Community College**

Submitted to

**The Division of Florida Colleges  
Florida Department of Education**

Under Section 1012.86, F.S, Community College Employment  
Equity Accountability Program

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## **A. College Employment Equity Accountability Program: General Information and Applicable Laws for Reporting**

The Florida Community College Employment Equity Accountability Program: §1012.86 Florida Statutes (F.S.), requires that each college include in its annual equity update a plan for increasing the representation of women and minorities in senior-level positions and in full-time faculty positions, and for increasing the representation of women and minorities who have attained continuing contract status. The plan must include specific measurable goals and objectives, specific strategies and timelines for accomplishing these goals and objectives, and comparable national standards as provided by the Department of Education. The statute also requires that the college describe its process for granting continuing contract status for instructional staff, its process for addressing diversity in its employment practices, its evaluations of the college president and other executive staff in their efforts to promote diversity, and salary and new hire information on its employees. This part constitutes the college's progress report related to its Employment Equity Accountability Program required in Section 1012.86 F.S.

## **B. Data and analysis of employment practices by race and gender and the college's achievement of goals:**

### **Employment Analysis**

For this reporting year, the data used to evaluate employment trends for females and minorities in Executive/Administrative/Managerial (EAM), Faculty, and Continuing Contract positions will be from the Annual Personnel Report (APR) and includes the collection years of 2006-07 through 2010-11.

The separate data reports reflect annual employment numbers and percentages by race and by gender. The data reports also provide numerical and percentage differences in employment demographics, comparing 2009-10 with 2010-11. Colleges can see those areas where goals were met and where they may wish to modify goals by completing the table following each data report. *Completion of the table serves as the analysis.*

### **Benchmarks**

Colleges are provided with two sets of data reflecting the college's service region from the U.S. Census Bureau as benchmarks for measuring success in the employment of underrepresented females and minorities in the three categories being evaluated. Colleges may choose either data reflecting percentages of persons by race and gender over age 25 who have achieved a master's degree and above *or* data of persons over age 25 who have achieved a bachelor's degree and above. The choice should reflect the educational credentials required for the majority of employment positions in this study. Colleges are also provided student data by race and gender reflecting the overall student enrollment population of the college. The student enrollment ratios or other comparisons may also be used as *additional* benchmarks to evaluate success of its employment strategies for females and minorities.

## Executive/Administrative/Managerial Staff:

Florida College System																	
College: Valencia																	
Historical Track Of College Full-Time Exec/Administrative/Managerial Staff																	
Employment Snap-Shot; First Pay Period in October (Fall Beginning-of-Term)																	
Employment																	
Census																	
	Bach. Deg. and Higher		Grad. Deg. and Higher		Stu Pop.	2006-07		2007-08		2008-09		2009-10		2010-11			
	#	%	#	%		#	% of total	#	% of total	#	% of total	#	% of total	#	% of total	# DIF 2009-10 2010-11	% DIF 2009-10 2010-11
Black	Female	5,601	4.3	2,199	3.9	10.54%	3	6.9	4	7.3	4	6.7	4	6.0	0	0.0%	
	Male	4,332	3.3	1,754	3.1	6.86%	4	7.0	3	5.2	3	5.0	3	4.5	0	0.0%	
	Total	9,933	7.6	3,953	7.0	17.40%	7	12.3	7	12.1	7	11.7	7	10.4	0	0.0%	
Hispanic	Female	7,681	5.9	3,011	5.3	15.74%	2	3.5	3	5.2	3	5.5	3	3.0	-1	( 33.3%)	
	Male	6,027	4.6	3,027	5.3	11.52%	2	3.5	2	3.4	2	3.6	2	3.0	0	0.0%	
	Total	13,708	10.5	6,038	10.7	27.26%	4	7.0	5	8.6	5	9.1	5	6.0	-1	( 20.0%)	
Non-Res	Female	0	0	0	0	1.43%	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0%	
	Male	0	0	0	0	1.15%	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0%	
	Total	0	0	0	0	2.58%	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0%	
Other	Female	6,675	5.1	2,532	4.5	2.87%	1	1.8	1	1.7	1	1.8	1	1.5	0	0.0%	
	Male	5,725	4.4	3,168	5.6	2.55%	0	0.0	0	0.0	0	0.0	0	1.5	1	100.0%	
	Total	12,400	9.5	5,700	10.1	5.42%	1	1.8	1	1.7	1	1.8	1	3.0	1	100.0%	
White	Female	45,401	34.8	17,765	31.4	24.95%	25	43.9	23	39.7	24	43.6	27	45.0	34	50.7	25.9%
	Male	49,136	37.6	23,137	40.9	22.40%	20	35.1	22	37.9	18	32.7	20	29.9	0	0.0%	
	Total	94,537	72.4	40,902	72.3	47.35%	45	78.9	45	77.6	42	76.4	47	80.6	7	14.9%	
Total	Female	65,358	50.1	25,507	45.1	55.53%	31	54.4	31	53.4	32	58.2	35	61.2	6	17.1%	
	Male	65,220	49.9	31,086	54.9	44.47%	26	45.6	27	46.6	23	41.8	25	38.8	1	4.0%	
	Total	130,578	100.0	56,593	100.0	100.00%	57	100.0	58	100.0	55	100.0	60	100.0	7	11.7%	

CCTCMIS EQUITY 02/02/11 12:05:09 Source: APR2007 - APR2011 2000 Census Data  
Notes: IPEDS Fall Staff Criteria Used For Data Categorization. DOE collection years begin with the summer term. (ex. 2008-09 includes Summer and Fall of 2008, Winter/Spring 2009). Census Ratios derived as follows: Equity Category of Total Degree Holding Population / Total Degree Holding Population Within the Colleges Service Area.

**Executive/Administrative/Managerial Staff: Evaluation of Planned Goals**

	Actual Data (%) 2009-10	Actual Data (%) 2010-11	U.S. Census Data Grad Degree or Higher	Stated Goals 2010-11	Met Goal Yes/No	Goals for 2011-12
<b>Black Employees</b>						
Female	6.7%	6.0%	3.9%	3.9%	Yes	3.9%
Male	5.0%	4.5%	3.1%	3.1%	Yes	3.1%
<b>Hispanic Employees</b>						
Female	5.0%	3.0%	5.3%	5.3%	No	5.3%
Male	3.3%	3.0%	5.3%	5.3%	No	5.3%
<b>White Employees</b>						
Female	45%	50.7%	31.4%	N/A	N/A	N/A
Male	33.3%	29.9%	40.9%	N/A	N/A	N/A
<b>Other Employees</b>						
Female	1.7%	1.5%	4.5%	4.5%	No	4.5%
Male	0.0%	1.5%	5.6%	5.6%	No	5.6%
<b>Gender</b>						
Female (Total)	58.3%	61.2%	45.1%	45.1%	Yes	45.1%
Male (Total)	41.7%	38.8%	54.9%	N/A	N/A	54.9%

**A. Analysis of the data:**

**Black EAMs:** There are **no gaps** when comparing the percent of female or male employees to the Census Data for Grad. Deg. & Higher: 6.0% and 4.5%, respectively.

**Hispanic EAMs:** Comparing female and male employees to the Census Data for Grad. Deg. & Higher there are gaps; the actual number of employees in this group decreased for 2010-11.

**White EAMs:** No prior review of the statistical data for this group of employees has been required. Data shows that unlike males, no gap exists for females.

**Other EAMs:** There were gaps when comparing the percentage of Other female and male employees in 2010-11 to the Census Data for Grad. Deg. & Higher.

**Female EAMs:** **No gap** was shown when comparing the percentage of Female EAMs (61.2%) in 2010-11 to the Census Data for Grad. Deg. & Higher.

**B. Based on your analysis, list methods and strategies, new or continuous, that the college will implement in its efforts to increase the employment of underrepresented females and/or minorities:**

- > There are no plans to increase the number of EAMs for 2011-12.
- > When the lone vacant position became available, the College advertised the EAM position in several nationally recognized publications that are linked to the minority population.
- > Other strategies include: continue recruitment of Asian-Pacific Islanders and advertise in media which support wider subscriber bases.

**C. Are there new barriers affecting the successful recruitment and/or retention of females and/or minorities? If so, list them below along with recommendations for each area. Have any barriers listed in the 2009/10 Equity Update Report changed or resolved?**

- > There were no EAM recruitment or retention barriers identified in the 2009-10 report.



## College Instructional Staff:

Florida College System																
College: Valencia																
Historical Track Of College Full-Time Instructional Staff																
Employment Snap-Shot; First Pay Period in October (Fall Beginning-of-Term)																
Employment																
Census																
	Bach. Deg. and Higher		Grad. Deg. and Higher		Stu Pop.		2006-07		2007-08		2008-09		2009-10		2010-11	
	#	%	#	%	#	%	#	% of total	#	% of total	#	% of total	#	% of total	#	% of total
Black	Female	5,601	4.3	2,199	3.9	10.54%	15	5.2	14	4.2	15	4.3	15	4.3	17	4.7
	Male	4,332	3.3	1,754	3.1	6.86%	11	3.8	13	3.9	13	3.7	12	3.4	14	3.9
	Total	9,933	7.6	3,953	7.0	17.40%	26	9.0	27	8.2	28	8.0	27	7.7	31	8.7
Hispanic	Female	7,681	5.9	3,011	5.3	15.74%	15	5.2	20	6.0	23	6.6	25	7.1	22	6.1
	Male	6,027	4.6	3,027	5.3	11.52%	9	3.1	9	2.7	11	3.2	10	2.8	10	2.8
	Total	13,708	10.5	6,038	10.7	27.26%	24	8.3	29	8.8	34	9.7	35	10.0	32	8.9
Non-Res	Female	0	0	0	0	1.43%	1	0.3	1	0.3	0	0.0	0	0.0	0	0.0
	Male	0	0	0	0	1.15%	1	0.3	0	0.0	0	0.0	0	0.0	0	0.0
	Total	0	0	0	0	2.58%	2	0.7	1	0.3	0	0.0	0	0.0	0	0.0
Other	Female	6,675	5.1	2,532	4.5	2.87%	5	1.7	8	2.4	8	2.3	7	2.0	9	2.5
	Male	5,725	4.4	3,168	5.6	2.55%	6	2.1	6	1.8	6	1.7	7	2.0	7	2.0
	Total	12,400	9.5	5,700	10.1	5.42%	11	3.8	14	4.2	14	4.0	14	4.0	16	4.5
White	Female	45,401	34.8	17,765	31.4	24.95%	124	42.8	145	43.8	151	43.3	154	43.9	160	44.7
	Male	49,136	37.6	23,137	40.9	22.40%	103	35.5	115	34.7	122	35.0	121	34.5	119	33.2
	Total	94,537	72.4	40,902	72.3	47.35%	227	78.3	260	78.5	273	78.2	275	78.3	279	77.9
Total	Female	65,358	50.1	25,507	45.1	55.53%	160	55.2	188	56.8	197	56.4	201	57.3	208	58.1
	Male	65,220	49.9	31,086	54.9	44.47%	130	44.8	143	43.2	152	43.6	150	42.7	150	41.9
	Total	130,578	100.0	56,593	100.0	100.00%	290	100.0	331	100.0	349	100.0	351	100.0	358	100.0
CCTCMIS EQUITY 02/02/11 12:07:15 Source: APR2007 - APR2011 2000 Census Data																
Notes: IPEDS Fall Staff Criteria Used For Data Categorization. DOE collection years begin with the summer term. (ex. 2008-09 includes Summer and Fall of 2008, Winter/Spring 2009). Census Ratios derived as follows: Equity Category of Total Degree Holding Population / Total Degree Holding Population Within the Colleges Service Area.																
DIF: 2009-10 2010-11 2009-10 2010-11 2009-10 2010-11 2009-10 2010-11 2009-10 2010-11 2009-10 2010-11 2009-10 2010-11 2009-10 2010-11 2009-10 2010-11																

### College Instructional Staff: Evaluation of Planned Goals

	Actual Data (%) 2009-10	Actual Data (%) 2010-11	U.S. Census Data Grad Degree or Higher	Stated Goals 2010-11	Met Goal Yes/No	Goals for 2011-12
<b>Black Employees</b>						
Female	4.3%	4.7%	3.9%	3.9%	Yes	3.9%
Male	3.4%	3.9%	3.1%	3.1%	Yes	3.1%
<b>Hispanic Employees</b>						
Female	7.1%	6.1%	5.3%	5.3%	Yes	5.3%
Male	2.8%	2.8%	5.3%	4.3%	No	4.3%
<b>White Employees</b>						
Female	43.9%	44.0%	31.4%	N/A	N/A	31.4%
Male	34.5%	33.2%	40.9%	N/A	N/A	40.9%
<b>Other Employees</b>						
Female	2.0%	2.5%	4.5%	4.5%	No	4.5%
Male	2.0%	2.0%	5.6%	4.5%	No	4.5%
<b>Gender</b>						
Female (Total)	57.3%	58.1%	45.1%	45.1%	Yes	45.1%
Male (Total)	42.7%	41.9%	54.9%	N/A	N/A	54.9%

#### A. Analysis of the data:

**Blacks:** There are **no gaps** when comparing the percent of female or male employees to the Census Data for Grad. Deg. & Higher: 4.7% and 3.9%, respectively.

**Hispanics:** Although the percentage of female instructors decreased from 7.1% in 2009-10 to 6.1% in 2010-11, no gap existed.

**Whites:** No prior review of the statistical data for this group of employees has been required. Data shows that unlike males, no gap exists for females.

**Others:** There were gaps when comparing the percentage of female and male employees in 2010-11 to the Census Data for Grad. Deg. & Higher; There was a slight increase in the percentage of females.

**Females:** **No gap** was shown when comparing the percentage of female (58.1%) in 2010-11 to the Census Data for Grad. Deg. & Higher.

**B. Based on your analysis, list methods and strategies, new or continuous, that the college will implement in its efforts to increase the employment of underrepresented females and/or minorities:**

- > Identify media with broader minority subscribers to advertise Instructional Staff vacancies.
- > Continue partnership with Business and Professional Women’s Associations; AAWCC; and AFC to attend their workshops and advertise our postings.
- > Develop a better relationship with the Hispanic and Asian American national and local clubs and associations.
- > Continue to monitor hiring trends to diversify adjunct faculty hiring which might feed into full-time teaching positions.
- > Host a special training session for adjuncts and others interested in teaching at the College to facilitate better interviewing techniques at that level.
- > Maintain the College’s well-honored working relationship with the Hispanic and Asian American Chambers of Commerce and establish an advisory committee composed of members from these groups to meet regularly with College officials.

**C. Are there new barriers affecting the successful recruitment and/or retention of females and/or minorities? If so, list them below along with recommendations for each area. Have any barriers listed in the 2009/10 Equity Update Report changed or resolved?**

- > No new barriers exist to preclude successful Instructional staff recruitment or retention efforts. The College plans to explore additional national and local media to advertise such positions with a wider minority subscription basis.
- > The College will also monitor closely its recruitment efforts to ascertain if the additional media sources increase the number of applicants for these positions.

## Full-time Continuing Contract Instructional Staff:

		Florida College System College: Valencia																
		Historical Track Of College Full-Time Continuing Contract Instructional Staff Employment Snap-Shot; First Pay Period in October (Fall Beginning-of-Term) Employment																
		Census																
	Bach. Deg. and Higher	#	%	Grad. Deg. and Higher		Stu Pop.	2006-07		2007-08		2008-09		2009-10		2010-11			
				#	%		#	% of total	#	% of total	#	% of total	#	% of total	#	% of total	# DIF 2009-10 2010-11	% DIF 2009-10 2010-11
Black	Female	5,601	4.3	2,199	3.9	10.54%	13	5.2	11	4.3	11	4.4	11	4.3	10	3.9	-1	( 9.1%)
	Male	4,332	3.3	1,754	3.1	6.86%	11	4.4	11	4.3	11	4.4	10	3.9	8	3.1	-2	( 20.0%)
	Total	9,933	7.6	3,953	7.0	17.40%	24	9.6	22	8.6	22	8.8	21	8.2	18	7.0	-3	( 14.3%)
Hispanic	Female	7,691	5.9	3,011	5.3	15.74%	12	4.8	10	3.9	11	4.4	13	5.1	15	5.8	2	15.4%
	Male	6,027	4.6	3,027	5.3	11.52%	6	2.4	7	2.7	7	2.8	7	2.7	7	2.7	0	0.0%
	Total	13,708	10.5	6,038	10.7	27.26%	18	7.2	17	6.7	18	7.2	20	7.8	22	8.5	2	10.0%
Non-Res	Female	0	0	0	0	1.43%	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0%
	Male	0	0	0	0	1.15%	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0%
	Total	0	0	0	0	2.58%	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0%
Other	Female	6,675	5.1	2,532	4.5	2.87%	4	1.6	5	2.0	5	2.0	6	2.3	7	2.7	1	16.7%
	Male	5,725	4.4	3,168	5.6	2.55%	4	1.6	6	2.4	6	2.4	6	2.3	6	2.3	0	0.0%
	Total	12,400	9.5	5,700	10.1	5.42%	8	3.2	11	4.3	11	4.4	12	4.7	13	5.0	1	8.3%
White	Female	45,401	34.8	17,765	31.4	24.95%	108	43.0	110	43.1	106	42.4	108	42.2	110	42.6	2	1.9%
	Male	49,136	37.6	23,137	40.9	22.40%	93	37.1	95	37.3	93	37.2	95	37.1	95	36.8	0	0.0%
	Total	94,537	72.4	40,902	72.3	47.35%	201	80.1	205	80.4	199	79.6	203	79.3	205	79.5	2	1.0%
Total	Female	65,358	50.1	25,507	45.1	55.53%	137	54.6	136	53.3	133	53.2	138	53.9	142	55.0	4	2.9%
	Male	65,220	49.9	31,086	54.9	44.47%	114	45.4	119	46.7	117	46.8	118	46.1	116	45.0	-2	( 1.7%)
	Total	130,578	100.0	56,593	100.0	100.00%	251	100.0	255	100.0	250	100.0	256	100.0	258	100.0	2	0.8%

CCTCMIS EQUITY 02/02/11 12:08:34 Source: APR2007 - APR2011 2000 Census Data  
 Notes: IPEDS Fall Staff Criteria Used For Data Categorization. DOE collection years begin with the summer term. (ex. 2008-09 includes Summer and Fall of 2008, Winter/Spring 2009). Census Ratios derived as follows: Equity Category of Total Degree Holding Population / Total Degree Holding Population Within the Colleges Service Area.



**Full-time Continuing Contract Instructional Staff: Evaluation of Planned Goals**

	Actual Data (%) 2009-10	Actual Data (%) 2010-11	U.S. Census Data Grad Degree or Higher	Stated Goals 2010-11	Met Goal Yes/No	Goals for 2011-12
<b>Black Employees</b>						
Female	4.3%	3.9%	3.9%	3.9%	Y	3.9%
Male	3.9%	3.1%	3.1%	3.1%	Y	3.1%
<b>Hispanic Employees</b>						
Female	5.1%	5.8%	5.3%	5.3%	Y	5.3%
Male	2.7%	2.7%	5.3%	1.5%	N	5.3%
<b>White Employees</b>						
Female	42.2%	42.6%	31.4%	N/A	N/A	31.4%
Male	37.1%	36.8%	40.9%	N/A	N/A	40.9%
<b>Other Employees</b>						
Female	2.3%	2.7%	4.5%	1.5%	N	4.5%
Male	2.3%	2.3%	5.6%	1.5%	N	5.6%
<b>Gender</b>						
Female (Total)	53.9%	55.0%	45.1%	45.1%	Y	45.1%
Male (Total)	46.1%	45.0%	54.9%	N/A	N/A	54.9%

**A. Analysis of the data:**

Blacks: There are **no gaps** when comparing the percent of female or male employees to the Census Data for Grad. Deg. & Higher: 3.9% and 3.9%, respectively.

Hispanics: The percentage of females increased from 5.1% to 5.7% and no gap was shown. A gap exists as it relates to the male instructors.

Whites: No prior review of the statistical data for this group of employees has been required. Data shows that unlike males, no gap exists for females.

Others: There were gaps when comparing the percentage of female and male employees in 2010-11 to the Census Data for Grad. Deg. & Higher; There was a slight increase in the percentage of females.

Females: **No gap** was shown when comparing the percentage of female (58.1%) in 2010-11 to the Census Data for Grad. Deg. & Higher.

**B. Based on your analysis, list methods and strategies, new or continuous, that the college will implement in its efforts to increase the employment of underrepresented females and/or minorities:**

- > Continue tenure-track development programs for retention and training.
- > Maintain training programs for those who are placed on tenure-track evaluation committees.
- > Continue to utilize the Data and Learning Evidence Teams to support the efforts of those who are entering the tenure-track process.

**C. Are there new barriers affecting the successful recruitment and/or retention of females and/or minorities? If so, list them below along with recommendations for each area. Have any barriers listed in the 2009/10 Equity Update Report changed or resolved?**

- > No new barriers exist to preclude successful Instructional staff recruitment or retention efforts. The College plans to explore additional national and local media to advertise such positions with a wider minority subscription basis.
- > The College will also monitor closely its recruitment efforts to ascertain if the additional media sources increase the number of applicants for these positions.

### **C. College Evaluations of Key Personnel and Presidents**

- 1. The college should provide a summary of results as requested in Section 1012.86(3)(a), Florida Statutes, which provides that:**

The college should provide a summary of the results of the evaluation of department chairpersons, deans, provosts, and vice presidents in achieving employment accountability goals. The summary should also briefly describe the remedial steps to be taken when staff evaluations yield unsatisfactory progress toward meeting intended goals. Please provide the summary below:

All executive employees are evaluated annually with respect to the College's Strategic goals; one, of which is related to diversity. Generally, the management team members received favorable evaluations. Changes to the procedures of hiring faculty, implementing and refining tenure training initiatives, and early recruitment of faculty staff continued to be rated satisfactorily for deans and provosts. The College's recruitment efforts for the past year remained consistent with that of the previous year; no executive employee was rated unsatisfactory when evaluated.

- 2. The college should provide a summary of results as requested in Section 1012.86(3)(b), Florida Statutes, which provides that:**

"Community college district boards of trustees shall annually evaluate the performance of the community college presidents in achieving the annual and long-term goals and objectives. A summary of the results of such evaluations shall be reported to the Commissioner of Education and the State Board of Education as part of the community college's annual employment accountability plan, and to the Legislature as part of the annual equity progress report submitted by the State Board of Education."

The college should provide below a response to this section of law, including the most recent month, date, year and summary of the president's performance evaluation.

Each Valencia Board member received a form to be completed for the evaluation of the President. Eight Board members completed and submitted the evaluation form. The Chair of the Board of Trustees reviewed the evaluations with the President on July 20, 2010. The President's performance was evaluated in 22 areas. Item 21 of the evaluation solicits input on the President's leadership toward the achievement of the goals in the College's plans for equity and accountability. All eight Board members unanimously rated the President satisfactory in all respects, including equity. As it relates to this important factor, the Chair pointed to the Board's overall satisfaction with the President's leadership to enhance the goal to diminish disparities as shown by the data and indicated that he had accomplished the goals set forth.



**D. Additional Processes Required: the college should complete the following related to additional processes required by Section 1012.86, F.S. The Signature Page of this report will suffice as certification of each:**

- 1) The college maintains diversity and balance in the gender and ethnic composition of the selection committee for each vacancy. Include below a brief description of guidelines used for ensuring balanced and diverse membership on selection and review committees.**

The Valencia Employee Selection Guide requires that all selection committees, including those for full and part-time employment be representative of the College. A Diversity Representative serves on all committees. Individuals serving as Diversity Representatives must be trained and have successfully completed the College's training program entitled, "Circles of Belonging." The diversity training program was revised to include several changes to applicable state and federal laws and policies.

- 2) The college sets forth the requirements for receiving continuing contracts for instructional staff. The process used to grant continuing contracts is described below:**

Instructional staff may receive continuing contracts if all of the following Requirements are met: (1) have completed three years of satisfactory service at Valencia Community College in an established college-funded, tenure earning position during a period not in excess of five successive years with such service being continuous except for leave duty authorized and granted; (2) have been appointed for a fourth year without reservations; and (3) have been recommended by the president for continuing contract based on successful performance of duties and demonstration of professional competence [College Policy 6Hx28:3E-02 attached in Appendix 7].

- 3) The following describes the process used to annually apprise each eligible faculty member of progress toward attainment of continuing contract status:**

Deans evaluate pre-tenure faculty at the end of each semester during their first year of employment. Thereafter, barring specific problems, evaluations are done annually. If performance is not at an acceptable level, deans will continue to evaluate faculty members each semester until an acceptable level of performance is achieved or the faculty member is not recommended for tenure [College Policy 6Hx28:3E-02]

- 4) The college has developed a budgetary incentive plan to support and ensure attainment of the goals developed pursuant to Section 1012.86, F.S. Summarized below is a description of the incentive plan, including how resources shall be allocated to support the implementation of strategies and the achievement of goals in a timely manner:**

Based on staff needs, the president authorizes the establishment of faculty positions



Beyond the regularly approved positions for which qualified women and minority candidates have been identified. This serves as an incentive for provosts and deans to vigorously recruit women and minority candidates. The College has budgeted funds to advertise in publications directed to women and minority audiences. Job announcements are sent to minority colleges and staff members are registered to participate in job fairs that reach women and minority candidates.

**5) The following describes how funds are used to increase the number of females and minorities receiving continuing contracts:**

Staff and professional development funds are made available to faculty eligible to earn continuing contracts. College funding supports consultants who are brought to the College to enhance the skills and attributes of faculty as identified through a faculty academy individualized learning plans and through "Circles of Belonging."

**6) Salary Information: Include the salary ranges in which new hires were employed compared to the salary ranges for employees with comparable experience and qualifications. (Section 1012.86 (2)(b)(5), F.S.)**

The data below compares the salary ranges of new hires for faculty and administrators for the period of July 1, 2010 to present and that of faculty and administrators for the period of July 1, 2007 to June 30, 2010 as it relates to experience and qualifications. Please refer to Appendices 5 & 6 for additional information regarding the data.

Faculty (76)  
Hired :007 - 6/30/2010

	30,000 - 40,000		40,000 - 50,000		50,000 - 60,000		60,000 - 70,000	
	10month	12month	10month	12month	10month	12month	10month	12month
Degree								
< BS	1		1		2			
BS			1					
MA			23		16	3		
M+			3		7	2	3	
DR			3		7		2	2

Faculty (42)  
Hired 2010 - Present

	30,000 - 40,000		40,000 - 50,000		50,000 - 60,000		60,000 - 70,000	
	10month	12month	10month	12month	10month	12month	10month	12month
Degree								
< BS								
BS			1		1			
MA			12		12			1
M+			1		3		2	
DR					6		3	

Admin (22)  
Hired :007 - 6/30/2010

	60,000 - 70,000		70,000 - 80,000		80,000 - 90,000		Over 90,000	
		12month		12month		12month		12month
Degree								
< BS					1			
BS		2					2	
MA				2	3		1	
M+					1			
DR				1	5		4	

Admin (7)  
Hired 2010 - Present

	60,000 - 70,000		70,000 - 80,000		80,000 - 90,000		Over 90,000	
		12month		12month		12month		12month
Degree								
< BS								
BS								
MA						1		
M+						1		
DR						2		3

**E. Certification/Signature Page**

**The college actively implements and monitors the Employment Equity Accountability Plan and certifies compliance with all statutory requirements of Section 1012.86, F.S.**

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Name (Equity Officer) Date

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Name (College President) Date

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Name (Chair, College Board of Trustees) Date

This concludes the Annual Equity Update Report for 2010/2011.

Appendix 1

Fall Staff Report

FLORIDA COLLEGE SYSTEM  
 IPEDS FALL STAFF SURVEY A. FULL-TIME FACULTY  
 SALARY RANGES BY TERMS EMPLOYED, ETHNICITY AND GENDER  
 FALL ENDING TERM 2010 - 2011  
 VALENCIA

CCNUM=VALENCIA UNITID=138187

TERMS EMPLOYED	BLACK OR AFRICAN AMERICAN		HISPANIC LATINO		WHITE		ASIAN		NON RESIDENT ALIENS		AMERICAN INDIAN O ALASKAN NATIVE		ETHNIC UNKNOWN		NATIVE HAWAIIAN PACIFIC ISLANDER		MULTI RACIAL		TOTAL FEMALE	TOTAL MALE
	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M
LESS/9MONTH	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9-10 MONTH	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
\$30,000-39,999	0	3	1	6	7	0	0	0	0	0	0	0	0	0	0	0	0	0	9	11
\$40,000-49,999	3	2	1	19	8	1	1	0	0	0	0	0	0	0	0	0	0	0	25	12
\$50,000-64,999	10	3	12	6	96	67	6	5	0	0	1	1	1	1	0	0	0	0	126	83
\$65,000-79,999	4	6	5	2	36	32	0	0	0	0	0	0	0	0	0	0	0	0	45	40
\$80,000-99,999	0	0	0	0	3	4	0	0	0	0	1	0	0	0	0	0	0	0	4	4
\$100,000-UP	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
11-12 MONTH	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
BELOW \$30,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
\$30,000-39,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
\$40,000-49,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
\$50,000-64,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
\$65,000-79,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
\$80,000-99,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
\$100,000-UP	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTALS	17	14	22	10	160	119	7	6	0	0	2	1	1	1	1	1	0	0	209	151



FLORIDA COLLEGE SYSTEM  
 IPEDS FALL STAFF SURVEY B. OTHER FULL-TIME EMPLOYEES  
 SALARY RANGES BY ETHNICITY AND GENDER  
 FALL ENDING TERM 2010 - 2011  
 VALENCIA

CCNUM=VALENCIA UNITID=138187

OCCUPATION ACTIVITY	SALARY RANGE	WHITE		BLACK OR AFRICAN AMERICAN		HISPANIC LATINO		NATIVE HAWAIIAN PACIFIC ISLANDER		ASIAN		ETHNIC UNKNOWN		NON RESIDENT ALIENS		AMERICAN INDIAN O ALASKAN NATIVE		MULTI RACIAL		TOTAL		
		F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	FEMALE	MALE	TOTAL
EXEC/ADMIN	BELOW \$30,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	\$30,000-39,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	\$40,000-49,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	\$50,000-64,999	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	\$65,000-79,999	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2
	\$80,000-99,999	16	8	1	0	2	0	0	1	0	0	0	0	0	0	0	0	0	0	0	19	9
	\$100,000-UP	18	10	3	0	2	0	0	0	1	0	0	0	0	0	0	0	0	0	0	22	15
SUBTOTAL		34	20	4	3	2	2	0	1	1	0	0	0	0	0	0	0	0	0	0	41	26
OTHER PROF	BELOW \$30,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	\$30,000-39,999	11	4	7	2	5	3	0	0	0	0	0	2	0	0	0	0	0	0	0	25	9
	\$40,000-49,999	18	14	4	1	9	5	0	0	1	1	0	0	0	0	0	0	0	0	0	32	21
	\$50,000-64,999	33	24	8	0	12	4	0	0	0	0	2	0	1	0	0	0	0	0	0	53	31
	\$65,000-79,999	14	21	3	3	3	6	0	0	0	0	0	0	1	0	0	0	0	0	0	20	31
	\$80,000-99,999	6	8	1	0	2	0	0	0	0	0	2	0	1	0	0	0	0	0	0	9	11
	\$100,000-UP	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0

SUBTOTAL	83	71	23	6	31	18	0	0	1	5	2	3	0	0	0	0	0	0	140	103
TEC./PARAPROF	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
\$20,000- 29,999	2	0	2	0	0	1	0	0	0	0	0	1	0	0	0	0	0	0	4	2
\$30,000- 39,999	41	19	26	8	27	9	0	0	6	1	5	0	1	0	0	0	0	0	106	37
\$40,000- 49,999	9	11	6	1	2	6	0	0	1	0	0	0	0	0	0	0	0	0	18	18
\$50,000 AND UP	6	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6	3

FLORIDA COLLEGE SYSTEM  
 IPEDS FALL STAFF SURVEY B. OTHER FULL-TIME EMPLOYEES  
 SALARY RANGES BY ETHNICITY AND GENDER  
 FALL ENDING TERM 2010 - 2011  
 VALENCIA

CCNUM=VALENCIA UNITID=138187

OCCUPATION ACTIVITY	WHITE		BLACK OR AFRICAN AMERICAN		HISPANIC LATINO		NATIVE HAWAIIAN PACIFIC ISLANDER		ASIAN		ETHNIC UNKNOWN		NON RESIDENT ALIENS		AMERICAN INDIAN O ALASKAN NATIVE		MULTI RACIAL		TOTAL FEMALE	TOTAL MALE
	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M		
SUBTOTAL	58	33	34	9	29	16	0	0	7	1	1	5	1	1	0	0	0	0	134	60
CLERICAL/SEC.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
\$20,000- 29,999	36	10	15	4	27	9	0	0	5	2	4	0	0	0	0	0	0	0	87	25
\$30,000- 39,999	39	6	14	4	22	3	0	0	5	0	0	0	0	0	0	0	0	0	80	13
\$40,000- 49,999	13	0	4	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	18	0
\$50,000 AND UP	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	0
SUBTOTAL	92	16	33	8	50	12	0	0	10	2	4	0	0	0	0	0	0	0	189	38
SKILLED CRAFT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
\$20,000- 29,999	0	3	0	0	0	4	0	0	0	0	0	1	0	0	0	0	0	0	0	8
\$30,000- 39,999	0	6	0	2	0	5	0	0	0	0	0	0	0	1	0	0	0	0	0	14
\$40,000- 49,999	0	2	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3



TOTALS	2	0	7	4	3	4	35	39	64	55	108	79	130	109	475	463	3	0	827	753
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FLORIDA COLLEGE SYSTEM  
 IPEDS FALL STAFF SURVEY F. FULL-TIME FACULTY  
 TENURE STATUS BY RANK, ETHNICITY AND GENDER  
 VALENCIA

CCNUM=VALENCIA UNITID=138187

TENURE STATUS	AMERICAN INDIAN O ALASKAN NATIVE		ETHNIC UNKNOWN		ASIAN		HISPANIC LATINO		BLACK OR AFRICAN AMERICAN		WHITE		NON RESIDENT ALIENS		NATIVE HAWAIIAN PACIFIC ISLANDER		MULTI RACIAL		TOTAL FEMALE	TOTAL MALE
	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M		
PROFESSORS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ASSOC. PROF	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ASSIS. PROF	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
INSTRUCTOR	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0





STATUS	RANK																		FEMALE	MALE		
		2	1	1	1	1	1	7	6	22	10	17	14	160	119	0	0	0	0	0	209	151

1  
 FLORIDA COLLEGE SYSTEM  
 IPEDS FALL STAFF SURVEY G. NEW HIRES (AS OF FISCAL YEAR)  
 OCCUPATIONAL ACTIVITY BY ETHNICITY AND GENDER  
 VALENCIA

----- CCNUM=VALENCIA UNITID=138187 -----

OCCUPATION ACTIVITY	TENURE STATUS	WHITE		BLACK OR AFRICAN AMERICAN		ASIAN		HISPANIC LATINO		MULTI RACIAL		NON RESIDENT ALIENS		AMERICAN			NATIVE			TOTAL FEMALE	TOTAL MALE		
		F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M				
INSTR COMBINED	TENURED	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	ON TRACK	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0
	NOT ON TRACK	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
EXEC/ADMIN		5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	0
OTHER PROF		3	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	1
TEC./PARAPROF		1	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	0
CLERICAL/SEC.		0	0	3	0	0	0	1	1	1	0	0	0	0	0	0	0	0	0	0	0	4	1
SKILLED CRAFT		0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
SERVICE/MAINT.		0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
TOTALS		10	3	4	0	1	0	1	1	1	0	0	0	0	0	0	0	0	0	0	0	16	4

IPEDS FALL STAFF SURVEY G. NEW HIRES (AS OF FISCAL YEAR)  
 OCCUPATIONAL ACTIVITY BY ETHNICITY AND GENDER  
 VALENCIA

CCNUM=VALENCIA

OCCUPATION ACTIVITY	SALARY RANGE	ASIAN		BLACK		HISPANIC		WHITE		TOTAL
		FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	
INSTR	55,000 TO 65,000									
COMBINED/ TRACK		0	0	0	0	0	0	1	0	1
EXEC/ADMIN	ABOVE 75,000	0	0	0	0	0	0	5	0	5
OTHER PROF	45,000 TO 55,000	0	0	0	0	0	0	0	1	1
	55,000 TO 65,000	0	0	0	0	0	0	1	0	1
	65,000 TO 75,000	0	0	0	0	0	0	1	0	1
	ABOVE 75,000	0	0	0	0	0	0	1	0	1
TEC./PARAPROF	30,000 TO 35,000	1	1	0	0	0	0	1	0	3
CLERICAL/SEC.	BELOW 25,000	0	0	0	0	1	1	0	0	1
	25,000 TO 30,000	0	3	1	1	0	0	0	0	4
SKILLED CRAFT	25,000 TO 30,000	0	0	0	0	0	0	0	1	1
SERVICE/MAINT.	BELOW 25,000	0	0	0	0	0	0	0	1	1
TOTAL		1	4	1	1	1	1	10	3	20



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